 LSE Address

[Date 2017]

**INVITATION TO QUOTE FOR [Title]**

**QUOTE Ref: [Q17-001]**

You are invited by the London School of Economics & Political Science (LSE) to quote for the provision of services detailed in the attached brief documentation. Your quotation must be received by **[12:00 midday on …..2017]**

It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The LSEmay undertake not to consider quotations received after that time.

The LSEis not bound to accept the lowest priced or any quote.

The quotation will be evaluated using the following criteria and weightings:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| Quality | X% |
| Price | X% |

By providing us with a quotation you agree to be bound by the LSE Terms and Conditions which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation To Quote should be addressed to [details] (including any requests to visit site).

Yours faithfully

[Name

Title]

**SPECIFICATION**

**QUALIFICATION QUESTIONNAIRE**

Please answer the following questions, ensuring that any attachments are labelled with the question number.

|  |  |
| --- | --- |
| 1. **Provide suitable evidence to demonstrate that you trade as a Limited or PLC.** |  |
| 1. **How long have you traded as such?** |  |
| 1. **Provide an organisation structure of your company to highlight where your proposed project leader sits within your overall company and line management structure.** |  |
| 1. **To the best of your knowledge, do you or any of your senior staff and/or directors know, in a non-business capacity, any member of LSE's staff who is likely to have a role in the selection of the successful Tender and therefore be in a relationship likely to cause a conflict of interests? If so, please give details:** |  |
| 1. **Provide a copy of your latest certified statement of accounts relating to your business, where publication of the statement is required under the law of a member state in which you are principally established. (maximum 10 pages)** |  |
| 1. **Provide evidence of your insurance coverage as follows:**   **Employer’s Liability [minimum £10million],**  **Public Liability [minimum £10million] and Professional Indemnity insurance [minimum £5million]** |  |
| 1. **Provide details of any claims or disputes with Clients on any of your projects in the last 5 years including contact details. If none exist please confirm in writing.** |  |
| 1. **Provide details of three Client references [company, contact name, phone no. and e-mail address] for contracts of a similar nature undertaken in the last 3 years.** |  |
| 1. **Please provide your Quality Assurance Statement** |  |
| 1. **Please provide your Health & Safety Statement** |  |
| 1. **Please provide your Environmental Statement** |  |
| 1. **Please provide your Equality and Diversity Statement** |  |
| 1. **Please provide your Modern Slavery Statement** |  |

**TECHNICAL RESPONSE**

Please answer the following questions:

1. Q1
2. Q2
3. Q2

**COMMERCIAL RESPONSE**

Please [complete the attached Pricing Schedule/ upload your Pricing Schedule], which should be the fully inclusive cost of your services (including all expenses and travel costs) but exclusive of VAT.

**TERMS AND CONDITIONS**

Please find attached LSE’s terms and conditions; which will govern any contract made between the LSE and the successful Supplier.