



# ITT Supplier Evaluation: Stage 1

Section 1 – Supplier Information

Section 2 – Project Methodology Timeline and Project Management

Section 3 – Corporate Social Responsibility Posture

Section 4 – Check list of tender proposal components

**If the bidder does not pass the initial evaluation below. Their bid will not progress and their full proposal shall not be reviewed.**

Section 1	Supplier Information	
Question Number	Question	Response
1.1	Company /Individual name	
1.2	Registered head office address	
1.3	Registered website address (if applicable)	
1.4	Trading status A. Public limited company B. Limited company C. Limited liability partnership D. Other partnership E. Sole trader F. Third sector G. Other (please specify your trading status)	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/>
1.5	Date of establishment and country of origin	
1.6	How long has your company been working on project of this kind?	
1.7	Company registration number (if applicable)	
1.8	Charity registration number (if applicable)	

1.9	Registered VAT number	
1.10	Number of employees	
1.11	Number of persons in significant control of tender delivery	

Section 2	Project Methodology Timeline and Project Management	
Question Number	Question	Response
2.1	What project methodology do you use and what would that mean in practice for our implementation?	200-word count
	How will you manage the project budget, timeline and scope?	200-word count
	What concerns do you have about our project?	200-word count
	How do you identify and mitigate risks within a project?	200-word count
	How do you ensure effective client collaboration and communication?	200-words count

--	--	--

Section 3	Corporate Social Responsibility Posture	
Question Number	Question	Response`
3.1	Can you provide a copy of your GDPR compliance statement?  If yes, please include in appendix. If no, please provide further information.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2	Does your company have an equal opportunities policy?  If yes, please include in appendix.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 4	Check list of tender proposal components	
Question Number	Question	Response
4.1	Understanding of project requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Approach and methodology, including expected outputs of each stage	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Project management, stakeholder management, progress reporting	Yes <input type="checkbox"/>

		No <input type="checkbox"/>
	Outline of anticipated interaction and engagement with Somerset House colleagues	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Risk management and approach to problem solving	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Proposed fees, broken down by team members to be involved, their tasks, daily rate, number of days and intended outputs.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	A high-level anticipated timeline for our project with time allocated to each phase of the project.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Certification:** I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

Completed by		Title /Role	
Company		Date	