

**CHERWELL
DISTRICT COUNCIL**

**Invitation to Bid for the Sports Coach
Programme Framework for Cherwell
District Council**

Document 3: Bidder's Proposal

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Table of Contents

SECTION ONE: Instructions for completing the questionnaire	3
SECTION TWO: Contact Details	4
SECTION THREE: Applicant's Business Details, Accreditation and Experience.....	4
SECTION FIVE: Remember have you?.....	7

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SECTION ONE: Instructions for completing the questionnaire

Please provide your submission within a single ring binder, clearly referencing appendices or accompanying information. Please provide 1 hard copy together with an electronic version on a CD or memory stick. Electronic versions of certificates are not required.

The questionnaire must be fully completed even if you have previously submitted a questionnaire to us. All questions must be fully answered; it is not enough to cross-refer to earlier or other questions. If a question is not relevant – such as questions about type of organisation – then enter NOT APPLICABLE, rather than leaving blank.

**The completed questionnaire must be returned no later than 12 noon Wednesday 11th
August 2010**

The completed questionnaire should be addressed to:

Sue Pearson
Senior Recreation and Sports Development Officer
Cherwell District Council,
Bodicote House,
Whitepost Road,
Bodicote,
Banbury,
Oxfordshire
OX15 4AA

The questionnaire should be marked "BID FOR SPORTS COACH PROGRAMME FRAMEWORK ITQ 13/10" using the label document enclosed with the invitation to quote pack.

Quotations received after the above time and date and/or provided other than in accordance with these instructions will not be considered under any circumstances.

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SECTION TWO: Contact Details

2.1	Name of applicant.
2.2	Company Name and main address for the above contact if relevant
2.3	Telephone number of applicant.
2.4	Email address of applicant.

SECTION THREE: Applicant's Business Details, Accreditation and Experience

3.1	Inland Revenue Unique Reference Number
3.2	Have you enclosed your original copy of your National Governing Body of Sport Coaching Certificate? Yes / No
3.3	Have you enclosed your original copy of your Safeguarding and Protecting Children Certificate? Yes / No
3.4	Have you enclosed your original copy of your Criminal Records Bureau Certificate (only those issued by a National Governing Body of Sport or Local Government will be accepted)? Yes / No
3.5	Have you enclosed evidence of your public liability insurance for a minimum of £5 million? Yes / No

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3.6	Have you enclosed your CV? Yes / No
3.7	Please outline below in no more than 500 words your coaching experience to date.
3.8	Please provide below details of three referees whom we might approach.

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SECTION FOUR: Undertaking

PLEASE READ AND SIGN THIS YOURSELF

I certify that the information supplied is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the questionnaire. I understand that false information could result in me being disqualified from inclusion in the framework.

I also understand that it is a criminal offence, punishable by imprisonment, to give or offer to give any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract currently in force and will result in my firm not being invited to tender for this, or any, contract let by the Council.

I apply to be considered on a self-employed basis for this framework.

Signed:

Full Name (in capitals):

Date:

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SECTION FIVE: Remember have you?

- Answered each question? **YES/NO**
- Completed the Undertaking? **YES/NO**
- Enclosed all relevant documents and clearly marked and numbered these? **YES/NO**
- Provided 1 hard copy and 1 electronic copy (CD or memory stick)? **YES/NO**
- Enclosed each submission in a ring binder? **YES/NO**
- Used the label document provided to return the documents in one pack? **YES/NO**