

## APPENDIX 1 – TENDER QUESTIONNAIRE

### Tenderer Notes

#### Purpose

The purpose of this questionnaire is to assist the BHA in managing the tender process for the provision of consultancy services.

Please answer every question. If the question does not apply to you, please write "N/A". If you do not know the answer, please write "Not known".

In respect of the Conflicts of Interest questions, it is understood that identification of any such relationships can take some time and hence bidders can submit an initial form making clear the process is underway and provide an updated form in advance of submitting a Proposal.

<b>1</b>	<b>BASIC DETAILS OF YOUR ORGANISATION</b>		
1.1	Name of the organisation in whose name the tender would be submitted:		
1.2	Contact name for enquiries about this bid:		
1.3	Contact position (Job Title):		
1.4	Address:  Post Code:		
1.5	Telephone number:		
1.6	E-mail address:		
1.7	Company Registration number (if this applies):		
1.8	Is your organisation: (Please tick <b>one</b> )	i) a public limited company	
		ii) a limited company	
		iii) a partnership	

		iv) a limited liability partnership	
		iv) a sole trader	
		v) other (please specify)	
<b>2</b>	<b>CONFLICT OF INTEREST</b>		
2.1	Please confirm that you have carried out a conflict of interest search and the results of that search:  (please tick <b>one</b> )	(i) no conflicts would arise from you being engaged to deliver the Services;	
		(ii) further checks and consents are required;	
		(iii) other. (please provide details)	
2.2	Please identify if there are any other relationships your firm or relevant staff have with the BHA or other third parties which should be taken into consideration.		