**Expression of interest questionnaire**

|  |  |  |
| --- | --- | --- |
| **1 Basic details of you (or your organisation)** | | |
| 1.1 | Your name (or name of the organisation in whose name the tender would be submitted): |  |
| 1.2 | Contact name for enquiries about this bid: |  |
| 1.3 | Contact job title (if applicable): |  |
| 1.4 | Postal address: |  |
| 1.5 | Telephone number: |  |
| 1.6 | Email address: |  |
| 1.7 | Web address: |  |
| 1.8 | Company registration number (if applicable): |  |
| 1.9 | Date of registration (if applicable): |  |
| **2. Business Activities** | | |
| 2.1 | What are the main business activities of your organisation / you as an individual? |  |
| 2.2 | How many staff does your organisation have? (if you are part of an organisation) |  |
| 2.3 | Are there any potential conflicts of interest that would affect working with HMDT of which we should be aware? |  |
| **3. Requirement-specific questions** | | |
| 3.1 | Why would you like this contract? (no more than 500 words) |  |
| 3.2 | Details about your client base: |  |
| 3.3 | Details about your work in the charity sector: |  |
| 3.4 | Details about a similar programme that you have delivered: |  |
| 3.5 | CV / biographies / outline of experience of the proposed member(s) of the account team: |  |
| 3.6 | Please attach the terms and conditions of work for your agency (if applicable). | |