



**BRITISH JUDO ASSOCIATION
(‘THE ASSOCIATION’) (‘THE BJA’)**

**REQUEST FOR INFORMATION (‘RFI’) and
REQUEST FOR QUOTATION (‘RFQ’)**

FOR THE PROVISION OF SOCIAL MEDIA AGENCY SERVICES

TENDER REFERENCE: BJA/SMA/101123

13 NOVEMBER 2023

SUBMISSION PROCESS

TIMELINE

RFI/RFQ ISSUE DATE: 13 NOVEMBER 2023

RFI/RFQ SUBMISSION CLOSING DATE AND TIME: 5.00 p.m., 27 November 2023 (see Tender Timetable in ITT).

POINT OF CONTACT

Please direct any inquiries regarding this opportunity and the RFI process to:

NAME: Lynn Madeley
TITLE / POSITION / Director of Marketing and Communications
EMAIL: lynn.madeley@britishjudo.org.uk

RESPONSE SUBMISSION METHOD

Using the details supplied above, Tenderers must submit their submission to the BJA by the following methods:

- By email;
- The subject heading of the email shall be:
- **'Confidential - Invitation to Tender for the provision of Social Media Agency Services - Tender Reference: BJA/SMA/101123 – November 2023 -Response - [add Tenderer's name]'**.
- Electronic copies are to be submitted in PDF format.

Responses must be prepared in English and in the format(s) requested.

LATE RESPONSES

Tenderers are responsible for submitting their response prior to the closing date and time in accordance with acceptable lodgment requirements. There will be no allowance made by the Association for any delays in transmission of the response from the Tenderer to the BJA. Any submission received by the BJA later than the stipulated closing date and time may be removed from further consideration by the Association.

RESPONSE SUBMISSION COSTS

There is no fee associated with the submission. However, any costs incurred relating to the submission process are the sole responsibility of the party supplying the response. The BJA shall not pay the Tenderer, wholly or in part, for its response.

CONFIDENTIALITY

Except as required for the preparation of a submission, Tenderers must not, without the BJA's prior written consent, disclose to any third party any of the contents of the RFI/RFQ documents. Tenderers must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

ACCEPTANCE OF CONDITIONS

By the act of submitting a response to this RFI/RFQ, suppliers are deemed to have acknowledged and agreed to the conditions set out in this Request for Information.

GENERAL INFORMATION

NAME OF COMPANY		CONTACT NAME	
ADDRESS		CONTACT TITLE	
		TELEPHONE No.	
		EMAIL	
		WEBSITE	

BACKGROUND

HISTORY OF OWNERSHIP AND AFFILIATIONS	
OFFICE LOCATIONS	
BRIEF STATEMENT OF CORE BUSINESS COMPETENCIES	
SPECIAL REQUIREMENTS	

FINANCIAL INFORMATION OF PUBLISHED ACCOUNTS

TURNOVER		OPERATING PROFIT	
YEAR 20--		YEAR 20--	
YEAR 20--		YEAR 20--	
YEAR 20--		YEAR 20--	

ADDITIONAL ACCOUNT INFO	
IN THE CASE THAT ABOVE REQUESTED INFORMATION CANNOT BE PROVIDED, PLEASE GIVE OTHER INDICATION OF FINANCIAL HEALTH.	
RECEIPT OF PAYMENT PRACTICES	

CAPABILITIES AND EXPERIENCE

CAPABILITIES	
EXPERIENCE	
WHY WE'RE A GOOD FIT; (150 WORDS OR LESS)	

PROPOSED ACCOUNT TEAM OVERVIEW

Divulge information only with employee's expressed consent.

BIO 1	
BIO 2	
BIO 3	

BIO 4	
BIO 5	
BIO 6	
DO YOU SUBCONTRACT WORK TO THIRD PARTIES?	IF "YES," EXPLAIN:
YES / NO	

CERTIFICATIONS / AWARDS / TRADE ORGANISATIONS / INSURANCE / POLICIES

CERTIFICATIONS AND AWARDS			
TRADE ORGANISATION MEMBERSHIPS			
CONFIRMATION OF FINANCIAL CAP PER CLAIM OF PROFESSIONAL INDEMNITY INSURANCE			
ARE THE FOLLOWING POLICIES HELD BY YOU?			
YES / NO	QUALITY MANAGEMENT	YES / NO	TRAINING
YES / NO	DISASTER RECOVERY	YES / NO	HEALTH AND SAFETY
YES / NO	EQUALITY AND DIVERSITY	YES / NO	ENVIRONMENTAL
YES / NO	SOCIAL AND CORPORATE RESPONSIBILITY	YES / NO	OTHER
YES / NO	OTHER	YES / NO	OTHER
YES / NO	OTHER	YES / NO	OTHER

ESTIMATED COSTS / FEES

Details of indicative rates and prices to perform the Opportunity.

ESTIMATE		ADDITIONAL COMMENTS
INITIAL FEES	£	
RECURRING FEES	£	
ASSUMPTIONS	£	
PRICING METHODOLOGY		

ADDITIONAL INFORMATION

Detail any further information believed to be beneficial to the requesting party in support of this review process.

ATTACHMENTS

List any supporting attached documentation or provide electronic links.