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Application Form

**For inclusion in the shortlist for the tender for
the S4C viewers' hotline contract**

1. Introduction and Background

The purpose of this Application Form is to enable S4C to short-list, from those Applicants who have completed this Application Form and submitted it to S4C in accordance with the conditions and instructions detailed below, a minimum of 5 Applicants (numbers permitting) to be invited to tender for the S4C Viewers' Hotline Contract.

2. The Tender Process

Completion and submission of this Application Form in accordance with the conditions and instructions detailed below is the first stage of this tender process. Following this stage, those Applicants who are short-listed will be issued with an invitation to tender and will be required to submit a full tender to S4C. S4C will review all responses received by S4C in compliance with the invitation to tender and may require Applicants to attend interviews to clarify information contained in the tender responses. Following a review of the tenders received, S4C will select the successful Applicant on the basis of the most economically advantageous tender judged by S4C based upon the criteria set out in the invitation to tender.

3. Indicative Timetable for the Tender Process

The proposed timetable for the tender process is as follows:

Applicants to submit completed Application Forms	12.00 midday 10.04.08
S4C to notify applicants of results of short-list	*15.04.08
S4C to issue of invitation to tender to short-listed Applicants	*week commencing 14.04.08
Applicants to submit responses to invitation to tender	*12.00 midday 21.05.08
S4C to notify bidders of contract award decision	*27.05.08
Contract entered into	*06.06.08

*Please note that these dates may be subject to change

Instructions for Completion of the Application Form

1. Applicants MUST answer each and every question in the Application Form and MUST provide ALL of the information requested in this Application Form. Failure to provide any such information may result in exclusion from this tender process. If an Applicant considers that a particular question is not applicable it should mark it as “not applicable” or similar.
2. If the Applicant is a company which is part of a group of companies, the questions in this Application Form and the information submitted must be answered by or in respect of (as the case maybe) the Applicant and not any parent or holding or other group company.
3. The Applicant should attach, where appropriate, any supporting documents to this Application Form marking clearly the name of the Applicant and the number of the question in this Application Form to which the document relates.

Instructions for Submission

1. This completed Application Form must be scanned and submitted in electronic format by email addressed to: tender.communications@s4c.co.uk or may be sent by post or hand delivered to S4C, Parc Tŷ Glas, Llanishen, Cardiff CF14 5 DU and must be received by S4C by 12.00 midday on 10.04.08.
2. The e-mail or envelope containing the completed Application Form should be clearly marked “Application Form –S4C Viewers’ Hotline Contract”
3. It is the responsibility of the Applicant to ensure that its completed Application Form is actually received by S4C by the closing date and time detailed in 1 above. S4C accepts no responsibility for the shortcomings of any delivery system for any lost, delayed or defective applications. It is up to the Applicant to ensure that its submission (and all related attachments) is prepared in good time (taking into account the possibility of staff absences or technical failures) and is submitted by the closing date and time. Proof of dispatching will not be deemed to be proof of delivery and applicants are advised to seek an acknowledgement of receipt.
4. No Application Form submitted in any medium other than that detailed in 1 above or received after the closing date and time detailed in 1 above will be considered.

Information and Guidance

1. All requests for further information and/or guidance in completing this Application Form should be addressed to: tender.communications@s4c.co.uk. Please note that no queries or requests for information relating to this tender process should be addressed to any other officer, employee or representative of S4C.
2. In the interests of fairness and transparency please note that requests for further information and/or guidance in completing this Application Form and S4C’s responses to such requests and guidance may be published on S4C’s website at: s4c.co.uk/tenders.
3. For further background information about S4C, please refer to the Annual Report 2006, available on the S4C website (s4c.co.uk).

A. Basic Information about the Application

Full name of Applicant

Registered number of Applicant
(if applicable)

Registered office address of Applicant
(if applicable) or address of principal place of trading

Main Telephone number

Main Fax number

Details of the individual within the Application to whom all correspondence should be addressed:

Name:

Position:

Address:

Telephone number:

Fax number:

E-mail address:

Preferred language of future correspondence (please choose one)

Welsh

English

B. Applicant's Status

Specify below whether the Applicant is (please tick):

sole trader

partnership

private limited company

public limited company

other (specify)

C. Bank Details

Name and address (and contact name) of the Applicant's bank:

Contact Name:

Name of Bank:

Branch Address:

Do you give authority for S4C to approach your bank for references?

Yes No

D. Insolvency, Criminal Convictions and Further Information

State whether (Yes) or not (No) the Applicant:

	Yes	No
1. or any of its directors or any other person who has powers of representation, decision or control over it has been convicted of a criminal offence relating to the conduct of its business or profession or in connection with the offences of conspiracy, corruption, bribery, fraud or money laundering	<input type="checkbox"/>	<input type="checkbox"/>
2. is bankrupt or has ever had a receiving order or administration order or bankruptcy restrictions order made against it or has ever made any composition or arrangement with or for the benefit of its creditors or appears to be unable to pay or to have no reasonable prospect of being able to pay a debt or become otherwise apparently insolvent or is the subject of a petition for the sequestration of its estate	<input type="checkbox"/>	<input type="checkbox"/>
3. has passed a resolution or is the subject of an order by the court for its winding up or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of its business or any part thereof or is the subject of any similar procedures under the law of any state	<input type="checkbox"/>	<input type="checkbox"/>
4. or any of its directors or any other person who has powers of representation, decision or control over it has committed an act of grave misconduct in the course of its business or profession	<input type="checkbox"/>	<input type="checkbox"/>
5. possesses any relevant licence or membership of an appropriate organisation or registration on a professional or trade register, where required to do so by law	<input type="checkbox"/>	<input type="checkbox"/>
6. has ever failed to fulfil any legal obligation regarding payment of social security or taxes	<input type="checkbox"/>	<input type="checkbox"/>

E. Financial Information

If asked would you be able to provide at least one of the following:

- | | Yes | No |
|--|--------------------------|--------------------------|
| A copy of the Applicant's audited accounts for the last two years | <input type="checkbox"/> | <input type="checkbox"/> |
| A statement of the Applicant's turnover profit and loss account for the last two years | <input type="checkbox"/> | <input type="checkbox"/> |

If No, please provide reason why not:

F. Technical Capability and Professional Qualifications

- List the types of contracts completed by the Applicant which are relevant to this contract and provide information relating to the history, background and relevant experience of the Applicant (a separate sheet may be used if required). Include details of contracts for the refurbishment of existing office buildings including a large element of Mechanical and Electrical installations.

- Provide details of all relevant professional qualifications and affiliations with trading associations

G. Details of Similar Contracts

Provide a list of similar contracts completed during each of the last three years with the following information:

Name of Customer	Contract Dates	Contract Value	Description of Goods /Services provided

H. Staff and Key Personnel

Provide details of the key personnel who would be involved in carrying out the Contract including their relevant experience and qualifications:

I. Systems

Provide a detailed description of the systems that will be used by the Applicant to deliver the contract:

J. Quality Assurance

Provide a description of the systems and measures employed by the Applicant to ensure quality of service. Please provide copies of any relevant certificates:

K. References

If requested could you provide details of three clients from whom professional/technical references may be sought. The references provided must be for recent work that is similar to that to which this tender process relates.

Yes No

If No, please provide reason why not

K. Declaration

I confirm that:

- a. I have the requisite authority to complete and return this Application Form;
- b. All information provided in this Application Form is complete and accurate to the best of my knowledge and belief; and
- c. S4C will promptly be informed upon any person named below becoming aware that any information provided in this Application Form is incomplete or inaccurate in any respect.

I acknowledge and agree on behalf of the Applicant that:

1. S4C is subject to the provisions of the Freedom of Information Act 2000 (“FOI Act”) and that information supplied by or on behalf of the Applicant to S4C may be disclosable by S4C under the provisions of the FOI Act. All information supplied by the Applicant to S4C pursuant to this Application Form that is commercially sensitive or confidential in nature, has been identified as such to S4C together with reasons explaining why such information is commercially sensitive or confidential in nature. The Applicant acknowledges that identifying information as confidential or commercially sensitive does not guarantee that such information will be exempt from disclosure. By completing and submitting this Application Form the Applicant accepts that S4C may disclose such information in response to any request under the FOI Act if S4C determines in its discretion that it is appropriate to do so;
2. By completing and submitting this Application Form, the Applicant authorises S4C to process all information provided as part of the application and confirms that it has obtained all necessary third party consents to enable S4C to do so;
3. By completing and submitting this Application Form, the Applicant agrees to keep confidential any information which is disclosed or otherwise made available to it by S4C in any medium whatsoever during or in connection with this tender process;
4. Neither this completed Application Form nor any communication between S4C and the Applicant shall constitute a contract or an offer which may be accepted nor a representation that any contract will be awarded and that S4C reserves the right: (a) to withdraw from and/or abandon and/or defer this tender process at any time; and/or (b) not to award any contract as a result of this tender process;
5. If this Application Form is found to be incomplete, inaccurate or misleading in any respect S4C reserves the right to remove the Applicant from this tender process at whatever stage this tender process has reached.

Signed:

Name:

Position:

Duly authorised representative
For and on behalf of:

Dated:
