**NEW_OFC Logo**

**Oxford Farming Conference**

Response to tender form.

Please note, DO NOT exceed permitted word count. Responses should be typed. Please answer all questions.

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| **NAME OF BUSINESS** |
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| **NAME OF MAIN CONTACT** |
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| **FULL ADDRESS of MAIN OFFICE INCLUDING POST CODE** |
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|  |
| **EMAIL ADDRESS** |
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| **TELEPHONE (Landline and Mobile)** |
|  |
| **WEBSITE** |
|  |
| **NUMBER OF YEARS IN BUSINESS** |
|  |
| **TYPE OF COMPANY (Partnership, Limited Company, Sole Trader)** |
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| **NUMBER OF STAFF EMPLOYED** |
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| **QUESTION 1 –**   1. Provide a detailed methodology and operational plan describing how your company would undertake the role described. (Maximum 500 words) |
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| **QUESTION 2 –**   1. Provide a timeplan for the calendar year showing expected focus and outputs by month. |
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| **QUESTION 3 –**   1. Provide a biography of each team member who will be involved in delivery of this role including key skills, strengths and previous relevant experience. (Maximum 300 words)     PLEASE ALSO INCLUDE A CURRENT CV OF EACH TEAM MEMBER WITH THE APPLICATION  (as an Appendix) |
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| **QUESTION 4 –**   1. Provide an example of secretariat services provided in the last two years to include overview of services performed and key outputs. (200 words maximum) |
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| **QUESTION 5 –**   1. Provide two examples of event management services provided in the last two years detailing overviews of services performed and key outputs including attendance numbers and managing of relationships with key contacts. (200 words maximum) |
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| **QUESTION 6 –**   1. Explain your competency in managing financial accounts and systems (maximum 100 words) |
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| **QUESTION 7**   1. Where do you believe that your company add value to the role? Give two examples of areas where you can add value? (200 words maximum) |
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| **QUESTION 8**   1. How would you measure your performance and determine success of delivery of required services? (150 words maximum) |
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| **QUESTION 9**   1. Explain the breakdown of your quote for the delivery of these services. (200 words maximum) |
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| **QUESTION 11**   1. Can you explain the packages that you use to deliver the services requires including IT, accounts? (maximum 100 words) |
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| **Please include any additional information below (maximum 200 words – optional)** |
|  |

**ENDS**