

“MEET THE UK BUYER” BUSINESS OPPORTUNITY RESPONSE FORM

Please complete this form to apply to meet the UK buyer offering this business opportunity. The buyer will use the details you provide to decide whether to invite you for a one-to-one meeting at the IFB business hub in Liverpool between the period 9 June to 21 July 2014. The purpose of the meeting will be to find out more about your company and how you could deliver this opportunity.

Once you have completed the form please email it to “meettheukbuyer@liverpoolvision.co.uk”. Your completed form will then be forwarded to the buyer for consideration. The identity of the buyer will only be made available to applicants invited for a meeting.

PLEASE NOTE, SUBMISSION OF THIS FORM DOES NOT GUARANTEE YOU WILL BE INVITED FOR A MEETING WITH THE BUYER. EVALUATION OF THE FORM AND THE DECISION ON WHO TO INVITE WILL REST SOLELY WITH THE BUYER.

RESPONSE FORM

1. PLEASE ENTER THE BUSINESS OPPORTUNITY REFERENCE NUMBER (You'll find this with the opportunity description)	
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2. YOUR COMPANY DETAILS	
Trading Name	
Postal Address:	
Telephone number:	
Fax:	
E-mail:	
Website:	
Registered Name (if different)	
Registered Address:	
Date of Formation and/or Registration:	
3. MAIN CONTACT FOR QUERIES RELATING TO THIS APPLICATION	
Name:	
Position:	
Telephone number:	
Email address:	

4. STATUS OF YOUR COMPANY
Is your company a public limited company, limited company, partnership, sole trader or other? (Please specify):

5.	BUSINESS ACTIVITIES AND STAFF
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5.1 Number of people employed in your company?

Directors / Managers

Other

5.2 Please briefly describe the goods or services provided by your company

5.3 Typically, when providing goods or services of the type called for under this opportunity, would your company engage sub-contractors?

YES / NO

If YES to 5.3, which elements of the goods or service would typically be delivered by sub-contractors?

6. FINANCIAL INFORMATION

Please give details of your turnover, profit and loss for the most recent full year of trading (or part year if full year not applicable).

7. RELEVANT EXPERIENCE

7.1 Please provide details of the top 3 customers for whom your company has provided contracted goods or services similar to those being sought under this business opportunity.

Name & Address of customer	Brief description of contract	Start / end dates	Annual contract value (£)

7.2 Has your company within the last 5 years:

a)	Incurred contract penalties, default notices or payment of liquidated damages?	YES / NO
b)	Withdrawn from a contract after the contract has been awarded (either before or after commencement of the contract)	YES / NO
c)	Had a contract terminated by the client earlier than the originally intended date?	YES / NO

If YES to any of the above please give details:

7.3 In no more than 100 words please specify why you believe the buyer would be interested in your company and its goods / services

8 QUALITY PROCEDURES		
8.1	Does your company hold a recognised quality management certificate, e.g. BS/EN/ISO9000 or equivalent?	YES / NO
	If YES to 8.1 please state which body the certification exists with and the date until which the Certificate is valid. Please be prepared to provide a copy on request.	
8.2	Is your company corporately a member of, or accredited by, a recognised association(s)? If yes, please provide details	YES/NO

10. DECLARATION

I am authorised to supply the information given in this response.

I declare that, at the date of signing this declaration, the information given is complete and accurate to the best of my knowledge having made reasonable enquiries.

The buyer has our permission to carry out all necessary actions to verify the information provided.

Digital Signature:

Name:

Position:

Company:

Date:

Once you have completed the form please email it to “meettheukbuyer@liverpoolvision.co.uk”. Your form must reach us by no later than the opportunity closing date.

Your form will then be forwarded to the buyer for review and evaluation. The IFB team will notify you in due course whether you have been invited to meet with the buyer at the IFB Business Hub during the Festival.