



PART C BIDDER'S RESPONSE – TENDER DOCUMENT

Section 4: FORM OF TENDER

To:

TENDER FOR: **Insert Title**

I / We the undersigned, having examined the specifications are willing to execute the whole of the work required for £ _____

(please explain this figure in 5.2 below)

Company Name _____

Company Address _____

Company Registration No _____

Employee Name _____

Employee Title _____

Telephone No. _____

Email Address: _____

Date _____

I / We understand that:

- (a) We have read and understood the invitation to tender and conditions of contract issued by the Council for the provision of the above contract. We are fully satisfied that we can meet, in all respects, the requirements of the Council. We have had the opportunity, before we submit our tender, to ask the Council for clarification of anything we did not understand. Please note you must submit only one tender.
- (b) We offer to perform and complete the contract in accordance with the specification, the conditions of contract and our tender for the prices shown in the attached Pricing Document held open for timescale stated in the Project Brief and Specification document.
- (c) We confirm that if our tender is accepted we shall, upon demand:
 - Produce evidence that all relevant insurances, policies, licenses and certificates of compliance with relevant legislation and policy are held and in force.
 - Sign or execute formal contract documentation as appropriate.
- (d) This Tender must be returned by the method and date stated in section 3 of the ITT.
- (e) At the Councils discretion, there may be clarification interview for this Tender involving a presentation and interview/meeting.

Employees Signature _____

4.1	REFERENCES Note the Councils will check 3 references which shall be deemed pass or fail for this contract based on the relevance (price and scope) and on the feedback provided by previous clients. Please provide a minimum of 3 references.				Pass/Fail
Name of Client(s) Address:	Telephone:	Email and Name of person to contact:	Description of services provided	Contract dates (From – To)	Annual Value of Contract (£)

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Section 5 – Quality Evaluation Questionnaire - Response to Contract Documents

The following questions should be written in consideration of the Project Brief and Specification document and any other supporting information. A typed attachment is acceptable providing it does not exceed the response limits stated for each question. Brochures should not be included in the submission.

Item	Method Statement 1 - Written statements are required	Marks	Score 0-5
5.1	Please provide as an attached document a typed method statement (not exceeding 2500 words) about your organisation's understanding of the brief and your proposals to undertake and complete the services required to meet the requirements of the Tender.	40%	
Please confirm how you will meet the requirements set out in the brief in particular:			

Section 5 – Quality Evaluation Questionnaire - Response to Contract Documents cont...

5.2	Breakdown of pricing	No Marks this is to cross check the logic of pricing in section 4
Explanation of your pricing (Section 4): Full breakdown of all costs.		