

**TAVISTOCK TOWN COUNCIL – TENDER RESPONSE FORM**

**INTERPRETATION CONSULTANCY SERVICES**

1. **Instructions for Completion**
   1. Please complete all parts of this Tender Response Form in **black ink** or type face, providing all the necessary information before returning it to the Town Council.
   2. Two copies of the written tender submission should be sent in a sealed envelope addressed**“TENDER (INTERPRETATION CONSULTANCY SERVICES) – TO BE OPENED BY THE ADDRESSEE ONLY”** to the following address by **no later than 12.00pm on Thursday 16 August 2018.**

The Clerk and Responsible Finance Officer,

Tavistock Town Council,

Drake Road

Tavistock

DEVON

PL19 0AU

**Electronic submissions will not be accepted.**

* 1. Prospective providers should answer all questions as accurately and concisely as possible.

1. **Tender Information**2.1 Name of Tenderer …………………………………………………….

Address …………………………………………………….

…………………………………………………….

…………………………………………………….

Tel no. …………………………………………………….

Email address …………………………………………………….

2.2 Status of organisation (e.g. Sole Trader, Partnership, Limited Company, etc) …………………………………………………….

2.3 I found out about this tender from …………………………

**3. Relationship to the Town Council**

3.1 Has your organisation, or any of those individuals who might lead on the identified project, been previously employed by Tavistock Town Council, or do they have (or have they had), any commercial, manufacturing, contracting or other interests, including any relationship with Tavistock Town Council, including elected Members? If so, please provide further details.

**4. References**

4.1 Please provide the details of one or more contacts for services (preferably in relation to successful delivery of Heritage Lottery funded projects) of up to three organisations for whom you have conducted similar services over the past five years. It will be an advantage for one of your references to be a Town/Parish Council who has engaged you to provide comparable services.

The details should include:-

1. Client name and address.

a)

b)

c)

1. Contact name, telephone number & email address.

a)

b)

c)

1. Contract reference and brief description of services undertaken.

a)

b)

c)

1. Date of completion.

a)

b)

c)

**NB** – Tavistock Town Council may elect to contact any of the above authorities/organisations for a reference. Your permission to do so will be assumed **unless** you state any objections.

Please choose one of these contracts and explain below, in no more than 300 words, why you believe that your organisation was able to make a difference to the service being received and how that will assist you in delivering the Guildhall Gateway Centre Project.

**TENDER RETURN**

I (print name ………………………………………………………………………………..)  
on behalf of (insert organisation name …………………………………………)  
hereby submit the following tender, for the consultancy service sought by Tavistock Town Council.

|  |  |
| --- | --- |
| **INTERPRETATION** |  |
| In the sum of | £ |

I attach the following in support of this tender:-

1. A supporting statement (Appendix 1). This will include evidence to indicate the skills and experience that will be available and exercised by the consultant in the execution of the commission and address the requirements of the Scope Of Work. In particular evidence of the successful delivery in a comparable setting of equivalent project outputs and sector knowledge, preferably for delivery of HLF funded initiatives.
2. A methodology for the work proposed to be undertaken, including a summary breakdown of your fee bid proposal and outline programme (Appendix 2).
3. An explanation in not more than 500 words of how and why you will add value to the services sought (Appendix 3)

As indicated elsewhere, the tenders will be assessed on the basis of 40% for price; 40% for quality/experience/methodology and 20% for added value. In the event that interviews are held these will be assessed separately.

I hereby confirm that I have read and understood the information in this document and the Interpretation Scheme Delivery Consultancy Brief and I am duly authorised to enter into contracts on behalf of the above named organisation (para 2.1 refers)

Signature …………………………………..

Name (print) ……………………………………

Date ……………………………………