



TAVISTOCK TOWN COUNCIL – TENDER RESPONSE FORM

(Note – word copies of this document are available on request from info@tavistock.gov.uk)

1. Instructions for Completion

1.1 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.

1.2 Two copies of the written tender submission should be sent in a sealed envelope addressed “**TENDER (PROJECT MANAGER - CONSULTANCY SERVICES) – TO BE OPENED BY THE ADDRESSEE ONLY**” to the following address by **no later than 4.45pm on Friday 6th July, 2018.**

The Clerk and Responsible Finance Officer,
Tavistock Town Council,
Drake Road
Tavistock
DEVON
PL19 0AU

Electronic submissions will not be accepted.

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

2. Tender Information

2.1 Name of Tenderer

Address

.....

.....

Tel no.

Email address

2.2 Status of organisation (eg 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:-

- i) Client name and address.
 - a)
 - b)
 - c)
- ii) Contact name, telephone number & email address.
 - a)

- b)
- c)
- iii) Contract reference and brief description of services undertaken.
 - a)
 - b)
 - c)
- iv) 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.

PROJECT MANAGEMENT	
In the sum of	£

I attach the following in support of this tender:-

- a) A supporting statement (Appendix 1). This will include but not be limited to 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 person specification. In particular evidence of the successful delivery in a comparable role of equivalent project outputs and sector knowledge, preferably for delivery of HLF funded initiatives.
- b) A methodology for the work proposed to be undertaken (Appendix 2).
- c) Given your knowledge of this project, and your assessment of where the challenges lie, an explanation in not more than 500 words of how, where and why you will add value to the services sought (Appendix 3)

As indicated elsewhere the tenders are assessed on the basis of up to 45% for value for money (including price); 40% quality/experience/methodology and 15% for added value (with a particular focus on ability to support Business/Activity Plan outputs and the project partnership).

I hereby confirm that I have read and understood

- the information associated with the Round 1 & 2 bids to the Heritage Lottery Fund in respect of the Tavistock Guildhall Gateway Centre Project;
- applicable Heritage Lottery Fund guidance;

- that I understand and am competent in the governance, administration, reporting and other requirements of HLF Schemes.

and am duly authorised to enter into contracts on behalf of the above named organisation (para 2.1 refers)

Signature

Name (print)

Date