

Procurement Process

1b. Bidder's response



Tender for	Tanking and making good of cellar	Company name	
Company address		Company registration number	
Contact name		Job title	
Telephone number		Email address	
Insurance requirements	Type of insurance	Your cover	Minimum requirement
	Public Liability		£5 million
	Employer liability		£5 million
	Professional Indemnity		£2 million
	Product Liability		£1 million
Bidder's quote for work outlined in 1a.	£	Turnover	£

Terms and Conditions

By signing below, you (the Bidder) accepts that

1. We have read and understood the invitation to tender and conditions of contract as set out in document 1a. We have had the opportunity, before we submit our tender, to ask Rural Arts for clarification on anything we did not understand
2. We offer to perform and complete the contract in accordance with the specification, the conditions of contract and our price for the tender are held open for the timescale stated in 1a.
3. We agree to produce evidence that all relevant insurances, policies, licenses and certifications of compliance are held and in force, if our tender is successful

Bidder's signature

Date

Non-signature of the tender will result in rejection of the application. Electronic signatures accepted.

Method Statement	Weighting
Use the space below to detail your organisation's understanding of the brief and your proposals to undertake and complete the services required (Max 2,500 words)	40%
<p><i>Please detail how you will meet the requirements set out in the brief, paying particular attention to the timescale and specification of the project.</i></p>	

Experience	Weighting
Use the space below to detail your organisation's professional experience relating to the tender (Max 1,750 words)	25%
<p><i>Please include qualifications, memberships and accreditations where relevant.</i></p>	

Quality	Weighting
Use the space below to detail your organisation's approach to ensuring the work will be completed to the highest quality (Max 1,750 words)	25%

Value for Money	Weighting
Use the space below to detail your organisation's approach to ensuring the work will be completed at the best value for money for Rural Arts (Max 1,000 words)	10%

Bidder's quote for work outlined in 1a.	£
--	---

This should match the amount on page 1

Breakdown of pricing	
-----------------------------	--

Please detail a rough break down of your costs (materials, labour, administration/overheads etc.)

References

Please provide three business references that Rural Arts may contact to verify the quality of your work.

This question is not weighted. References will only be contacted if you are selected as the successful applicant for the tender.

References are 'Pass / Fail'. A minimum of 2 references must pass in order for the successful applicant to move forward to contracting. A reference passes if the company agrees to the phrase 'The supplier provided high quality work and value for money'.

Name and address of client	Email or telephone number	Description of services provided	Contract dates (from - to)	Value of contract