

Waverley Park Collective

Liveable Streets: Concept Stage

Invitation to Tender for Design Services:

Tender Submission Requirements

August 2020

About Waverley Park Collective

Waverley Park is a residential community of families, friends and neighbours in Shawlands, on the Southside of Glasgow. It's a great wee area full of helpful people and friendly characters.

The Waverley Park Collective is a constituted community group of residents working together to improve the community. We are not a residents association or a community council and we do not have a statutory function.

We are just a group that shares an aim: to create and maintain a safe, clean and welcoming environment by ensuring the streets are safe and attractive for all ages and abilities to live, learn, and move.

Our Objectives to achieve that Aim are to:

- Find a permanent solution to long-standing concerns regarding the volume and speed of traffic, and to enable more active travel;
- Make the streets and shared lanes feel safe and attractive;
- Deliver events and activities that strengthen community spirit; and
- Drive forward community improvements alongside key stakeholders.

<https://www.waverleyparkcollective.org>

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Tender Submission Requirements

WPC Liveable Streets:
Concept Stage

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1 Purpose of this document

- I. This Invitation to Tender (ITT) is issued to a shortlisted group of consultants in order to procure design services for the Waverley Park Collective (WPC) Liveable Streets project.
- II. The purpose of this ITT is to assist WPC to assess the quality of the applicants and their capacity to meet the requirements of the commission.
- III. The procurement process for this contract is following a single stage procedure in line with The Public Contracts (Scotland) Regulations 2012:
- IV. The tender pack has been issued to 5 shortlisted applicants. The award of the contract will be based on a combination of quality and price. WPC may hold clarification interviews with the prospective applicants.
- V. The tenderer with the highest compliant price/quality score will be appointed to deliver the services.
- VI. No information contained in this ITT or in any communication made between WPC and any Potential Provider in connection with this ITT shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this ITT. WPC reserves the right to terminate the process at any time. Under no circumstances shall WPC incur any liability in respect of this ITT or any supporting documentation.
- VII. The information contained in this ITT and all other information made available at any time to the Applicants or their advisors by or on behalf of WPC is supplied on the basis that the Applicants will keep such information confidential at all times and that such information will be used only for the purpose of participating in the bidding for the this contract.
- VIII. No information contained in this ITT should be relied on, as a promise or representation as to the future intentions of WPC. WPC reserves the right to change the procurement process or any of the proposals or information in relation to the project, to reject any or all bids and to terminate discussion with any or all Applicants. WPC or any connected person shall not incur any liabilities in that respect.
- IX. WPC reserves the right not to follow up this ITT in any way or to withdraw from the procurement process and no expense incurred by any Applicant or its advisors in responding to this ITT and preparing tenders will be reimbursed. WPC reserves the right not to award a contract for any reason. WPC is not bound to accept the lowest offer(s) or tender(s).
- X. Direct or indirect canvassing of any Elected Member, public sector employee or agent by any Potential Provider concerning this requirement, or any attempt to procure information from any Elected Member, public sector employee or agent concerning this ITT may result in the

disqualification of the Potential Provider from consideration for this requirement

1.1 Contract Title

Waverley Park Collective Design Services

Liveable Streets: Concept Stage

1.2 Contract Form

NEC4 Professional Services Short Contract

1.3 Contact Details

James Jack

Project Manager

Waverley Park Collective

Mobile: 07725 464 945

Email: waverleyparkcollective@gmail.com

1.4 Tender pack

This forms one of three documents in the tender pack, the other two being:

- Project description; and
- Project specification (output specification).

2 The Tender Process

This document sets out the information which is required by WPC in Tender Submissions.

This ITT is being provided on the same basis to all shortlisted applicants. The tendered information will be used to award the contract to the successful Applicant.

2.1 Tender Timetable

The key tender period milestones are indicated below.

Date	Milestone
29th September 2020	ITT issued to shortlist
10am – 11:30am, 5th October 2020 TBC	Site visit or Zoom call with client (within Covid-19 regulations)
4pm, 9th October 2020	Deadline for Tender Questions
4pm, 26th October 2020	Tender Deadline
2nd November 2020	Tender Award announced
6th November 2020	Successful tenderer appointed
9th November 2020	Inception Meeting

2.2 Submission document requirements

Applicants should follow the instructions outlined below when completing tender submissions. Hard copies of the ITT will not be issued to Applicants.

2.2.1 General

Applicants should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Applicant's organisation, this should be indicated along with an explanation.

Questions must be answered in English. Monetary values must be provided in UK Pounds Sterling.

The information supplied in responses will be checked for completeness and compliance before responses are evaluated.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that the Applicant's submission will not be evaluated in full.

WPC expressly reserves the right to require Applicants to provide additional information supplementing or clarifying any of the information submitted in response to this ITT.

In the event that none of the responses are deemed satisfactory WPC reserves the right to terminate the procurement process.

WPC will not reimburse any costs incurred by Applicants in connection with preparation of their responses to this ITT.

2.2.2 Format

Tenderers are expected to submit a proposal document(s) structured in response to the Criteria.

The format of the proposal may be set out in the tenderer's own formatting style within the restrictions outlined here and in subsequent sections:

- Answers to Parts A, B, D and E should use the layout of the tables provided;
- Completed tenders must be in a minimum font size equivalent to Arial, size 11;
- Responses must comply with the page limits detailed for each question;
- Tenders must be submitted as MS Office or PDF document(s). Any other format/ file type is not acceptable; and
- WPC will not accept completed hard copy tenders.

2.2.3 Submission Structure

Tender Submissions must be structured as follows:

1. Understanding of Brief (answer to Part C Q7)
2. Project Team (answer to Part C Q8)
3. Project Management (answer to Part C Q9)
4. Methodology (answer to Part C Q10)
5. Tender Price (answer to Part D)
6. Appendix A – CVs
7. Appendix B – Exclusion Criteria Responses (Answers to Parts A, B and E)
8. Further Appendices - other supporting information as required

Tenderers may submit one or more documents to satisfy the above structure.

2.2.4 Submitting

Tender submissions must be submitted electronically by email or file transfer to Waverleyparkcollective@gmail.com by the deadline indicated in Section 2.1.

If a tenderer is having problems transferring files, WPC must be informed well in advance. Depending upon the merit of the case, WPC may arrange for the submission to be received a short period after the deadline time stated.

2.3 Client Site Visit

All tenderers are welcome to be represented at an optional site walkover with the client, as indicated in Section 2.1. Tenderers cannot be reimbursed for any time and expenses incurred. Joining instructions will be emailed following this ITT issue.

2.4 Evaluation process

The objective of the tender process is to select a preferred bidder to deliver the contract. The preferred bidder will be selected on the basis of the most economically advantageous tender, including assessment of five parts:

- Part A – Supplier Information (pass/fail)
- Part B – Exclusion Criteria (pass/ fail)
- Part C – Selection Criteria (80% weighting)
- Part D – Price (20% weighting)
- Part E – Declaration (pass/ fail)

Applicants who pass the Criteria in Sections A, B and E will be evaluated against the Selection and Price Criteria (C and D respectively). Selection will be made based on the combined weightings shown, with further detail provided below.

2.4.1 Supplier information and Exclusion Criteria (Parts A, B, E)

Parts A and B cover Supplier Information and Exclusion Criteria and Part E is the Declaration. Questions must be completed in full. Failure to do so without explanation will result in disqualification.

WPC may also disqualify any tenderer who:

- submits its completed ITT after the deadline;
- fails to provide a satisfactory response to any questions in the ITT or inadequately or incorrectly completes any question;
- fails to satisfactorily meet any of the Supplier Information or Exclusion Criteria set out in Parts A and B of this ITT, scores 0-1 (Unsatisfactory or Poor) in any scored question (Part C) or fails to complete the Declaration in Part E; or
- fails to respond within the page limit requirements.

2.4.2 Selection Criteria (Part C)

Applicants who comply with the Supplier Information and Exclusion Criteria requirements will be evaluated based on responses to the Quality Selection Criteria (Part C) using the following scoring methodology:

Assessment	Score	Interpretation
Excellent	4	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Acceptable	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
Poor	1	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
Unsatisfactory	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

The scored for each section in Selection Criteria (Part C) will be weighted as follows:

Question	Criteria	Weighting
7	Understanding of brief	15%
8	Project Team	25%
9	Project Management	10%
10	Methodology	30%
	TOTAL	80%

2.4.3 Price Criteria (Part D)

Submissions that meet the minimum requirements of Parts A, B, C and E will be evaluated for price.

Tenderers are required to complete the tables outlined in Part D. Table layouts can be copied and reformatted into your own tender submission style but the layout should be retained.

Prices will be scored using the following formula:

$$\text{Score} = (\text{Lowest Tendered Price} \div \text{Tender price}) \times 100$$

$$\text{Weighted price score} = \text{Score} \times (20 \div 100)$$

2.5 Tenderer Contact

Tenderers are asked to include a single point of contact in their organisation in their response to the ITT. WPC will not be responsible for contacting the Tenderer through any route other than the nominated contact. The Tenderer must therefore undertake to notify any changes relating to the contact promptly.

2.6 General Requirement for Suppliers

Suppliers must have the resources necessary to meet the requirements for carrying out any awarded contracts and to manage the work. The Consultants will provide all necessary services to carry out the requirements of this contract.

The quality of work must be to an acceptable level as set out in the contract documents.

Suppliers should meet the following expectations as a minimum:

- Health and Safety compliance;
- Relevant equalities obligations;
- Relevant sustainability and environmental policies; and
- Respond and complete works within defined timescales;

- Meet and exceed expected output quality standards;
- Clear and open reporting of progress of work; and
- Affiliation to or accreditation by any governing/regulatory/trade bodies where appropriate.

The obligation is on Tenderers to highlight any issues in meeting these expectations.

2.7 Consortia and sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed lead consultant or consortium leader. Relevant information should also be provided (as indicated in the ITT) in respect of consortium members or sub-consultants who will play a significant role in the delivery of the requirements of the Contract. These responses are requested to enable WPC to assess the overall consortia or core supply base.

WPC recognises that arrangements in relation to consortia and sub-contracting may (within limits) be subject to future change. Tenderers should therefore respond in the light of the arrangements as currently envisaged. Tenderers are reminded that any future change in relation to consortia and sub-contracting must be notified to WPC so that it can make a further assessment by applying the selection criteria to the new information provided.

2.8 Tender Questions

The deadline for questions is detailed in Section 2.1.

WPC will not enter into detailed discussion of the requirements, beyond clarifications.

Requests for clarification raised relating to any aspect of this tender exercise must be sent by email to waverleyparkcollective@gmail.com.

Requests for clarification received through any other channel will not be answered.

In order to ensure equality of treatment of Tenderers, WPC intends to circulate the clarification questions raised by Tenderers together with WPC's responses to all participants. The source of the question will not be disclosed.

Tenderers should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if WPC at its sole discretion does not either consider the query to be of a commercially confidential nature or one which all Tenderers would potentially benefit from seeing both the query and the response, WPC will:

- invite the Tenderer submitting the query to either declassify the query and allow the query along with WPC's response to be circulated to all Tenderers; or

- Request the Tenderer, if it still considers the query to be of a commercially confidential nature, to withdraw the query.

WPC reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

Tenderers shall treat the ITT documents as confidential and restrict their circulation on a "need to know" basis.

3 Part A – SUPPLIER INFORMATION

Supplier information is not awarded a mark in the tender award process.

All fields in Part A are mandatory. Failure to complete all fields satisfactorily may lead to the ITT being excluded from the selection process. Part A is scored on a PASS/ FAIL basis at the discretion of WPC, with the decision explained to the applicant where relevant.

1.	Lead organisation details
<p>Supply the details of the Organisation submitting this questionnaire. If you are applying on behalf of a pre-existing or proposed consortium please complete the following sections for all consortia members. Credit checks may be carried out. By submitting this tender you have consented to this.</p>	
Name of organisation	
Address for all correspondence	
Contact Name	
Contact Position	
Telephone Number	
E-mail address	
Website address (if applicable)	
Address of Registered Office (If applicable)	
Nature of Organisation (E.g. Plc, Partnership etc).	
Names of the Directors or Partners	
Group If the Organisation is a Member of a Group of Companies,	

please give the name and address and any company registration number of the ultimate parent company.	
Company Registration Number (or alternative EU registration number).	
VAT Registration Number (or alternative EU registration number).	

2.	Partner/ Sub-consultant details	
<p>If you intend to use sub consultants to meet the requirements of this contract please complete the following sections for all significant sub consultants you might use. If you do not intend to engage a sub-consultant, please enter 'NONE' in the first box.</p> <p>Expand as required</p>		
Name and address		
Identify which part of the contract this sub consultant will deliver.		
Name and address		
Identify which part of the contract this sub consultant will deliver.		
Name and address		
Identify which part of the contract this sub consultant will deliver.		

3	CONFLICT OF INTEREST
<p>Are you aware of any current or anticipated business and/or personal circumstances that may be perceived as creating a potential conflict of interest during the commission? If so, please provide full details including the nature of the conflict and how this would be addressed/ managed.</p> <p>A conflict of interest is defined as any organisation or person who has a personal or business interest with an employee or representative of WPC, or with WPC and its partners that could actually or potentially conflict with the procurement or delivery of this commission.</p> <p>Interference Clause: It is anticipated that your organisation shall not, without the prior written consent of WPC, at any time from the date of signing this statement while participating in this tendering process solicit or entice away from WPC, employ or attempt to employ any WPC employee who is directly or indirectly involved in this procurement process.</p> <p>If yes, please give full details.</p>	
<p>YES <input type="checkbox"/></p>	
<p>NO <input type="checkbox"/></p>	

4 PART B – EXCLUSION CRITERIA

Exclusion criteria is not awarded a mark in the tender award process.

All fields in Part B are Mandatory. Failure to complete all fields satisfactorily may lead to the ITT being excluded from the selection process. Part B is scored on a PASS/ FAIL basis at the discretion of WPC, with the decision explained to the applicant where relevant.

4. CONVICTION OF CRIMINAL OFFENCES	
<p>Have any of the directors, partners or any other person who has powers of representation, decision or control of the organisation ever been convicted of any of the following offences? If you answer yes to any of these questions please give details. Please note that by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2007 information in relation to spent convictions is also required to be disclosed.</p>	
The common law offence of conspiracy where the conspiracy relates to participation in a criminal organisation;	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
Has the provider ever been convicted of bribery within the meaning of section 1 or section 6 of the Bribery Act 2010?	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
Bribery or corruption within the meaning of section 68 and 69 of the Criminal Justice (Scotland) Act 2003;	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
The common law offence of incitement to commit a crime;	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>

<ul style="list-style-type: none"> (i) the offence of cheating the Revenue; (ii) the common law offence of fraud; (iii) the common law offence of theft or fraud; (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985; (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or (vii) the common law offence of uttering; (viii) the criminal offences at common law of attempting to pervert the course of justice; 	
<p>Money laundering within the meaning of the Money Laundering Regulations 2007;</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>Any other offence within the meaning of Article 45(1) of EC Directive 2004/18 as defined by the national law of any relevant state.</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>

Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed may result in your exclusion from this competition or the termination of any contract that may be awarded to you.

5. BUSINESS PROBITY	
Please answer yes or no to the following questions: If you answer yes to any of these questions please give details on a separate sheet.	
Is the organisation bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the organisation the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has the organisation been convicted of an offence concerning its professional conduct by a judgement which has the force of res judicata?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has any director or partner been found guilty of grave professional misconduct?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has the organisation failed to fulfil obligations relating to the payment of social security contributions in accordance with the legal provisions of the United Kingdom or the country in which it is established?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has the organisation failed to fulfil obligations relating to the payment of taxes in accordance with the legal provisions of the United Kingdom or the country in which it is established?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed may result in your exclusion from this competition or the termination of any contract that may be awarded to you.

6.	FINANCIAL VIABILITY	
6a	Details of Lead Organisation	
	Name of Bank	
	Address	
	Telephone number	
	Bank Contact name	
	Telephone number (if different from above)	
	Length of time with bank (if less than 3 years please provide details of previous bank)	
6b	Please answer yes or no to the following question. If 'No', please provide an explanation.	
	May we approach these Bankers for a reference?	YES <input type="checkbox"/> NO <input type="checkbox"/>

6c	Please indicate your organisation's turnover and net profit in the last 3 years (in sterling). In the case that your organisation is global, please provide the relevant UK organisation values.	
If your Organisation is unable to provide this information please give a full explanation.		
	Turnover	Net Profit
Year three (most recent year):	£	£
Year two:	£	£
Year one:	£	£
Please confirm the following from your most recent set of audited accounts:		
Total Liabilities:	£	
Total Assets:	£	
Work in progress:	£	

At any time during the Procurement process you may be requested to produce a copy of your organisation's audited account and the accounts of your group (if applicable) for the last 2 financial years.

Credit checks may be carried out. By submitting this ITT you have consented to this.

7a.	INSURANCE COVER	
It is a requirement that the appointed Consultant, will hold the minimum insurances detailed below. Please indicate what level of cover is already in place.		
Evidence of insurance policies may be requested but is not required at this stage		
Cover	Required minimum cover	Your cover

Public Liability insurance	£2million for any one event. 	
Employers Liability insurance	£10million for any one event	
Professional Indemnity Insurance	£2million to be maintained for a period of no less than 13 years from the expiry of the Contract	

7b	INSURANCE CLAIMS
<p>Has any claim been made on your or your Partner's or Sub-consultant's Insurance in the last five years and/or is there any claims pending? If 'YES', please describe the nature of the claim, which organisation and whether the claim was met in full.</p>	
<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	

5 PART C – SELECTION CRITERIA

Responses to the questions in Part C will be scored in the manner outlined in Section 2.4.2.

Tenderers are expected to submit a proposal document in response to the Quality Criteria (Part C) within the restrictions outlined. The layout of the proposal in response to Part C should be set out in the tenderer's own style layout, as specified in Section 2.2.2.

7.	UNDERSTANDING OF BRIEF
<p>Demonstrate your understanding of the key requirements of this project and how you are best placed to deliver it. Your response should consider:</p> <ul style="list-style-type: none"> ● Essential elements for successful delivery of this commission; ● Specific aspects of delivering this type of project; and ● Evidence of knowledge and insights that gives you a unique advantage. <p>Your response will be limited to a maximum of three sides of A4 paper. Any information exceeding this limit will be discarded.</p>	
8.	PROJECT TEAM
<p>Describe the project team and explain how the particular expertise, experience and role of each team member contributes to successful delivery of this project. Your response should comprise:</p> <ul style="list-style-type: none"> ● Team structure ● Individual roles and responsibilities ● CVs – one page per individual <u>in an appendix</u> ● Project case studies involving team members may be provided <u>as an appendix</u> and referenced in this answer, where relevant <p>Your response may include sub-consultants, where relevant.</p> <p>Your response should clearly demonstrate why your team is ideally suited to deliver this commission, with reference to their skills and experience. This response should focus on your principal client and public-facing team members.</p> <p>Your response will be limited to a maximum of six sides of A4 paper (Appendices are not included in this limit). Any information exceeding this limit will be discarded.</p>	
9.	PROJECT MANAGEMENT

Explain how you will manage the project to ensure the quality, programme and budget meets the client's expectations. Your response should include:

- The management structure and interface with project governance;
- Suitability of the management team (reference can be made to CVs in an appendix where relevant);
- Specifically in relation to this project, describe the process of delivering:
 - Effective client management and communication;
 - Quality outputs;
 - The work is on time; and
 - Within agreed budgets.

Your response may make reference to Quality Assurance systems, but should avoid policy and jargon and focus on how you deliver best practice.

Your response will be limited to a maximum of two sides of A4 paper (CVs not included in this limit). Any information exceeding this limit will be discarded.

10.	METHODOLOGY
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Outline your methodology for delivering the commission.

Your response should meet and exceed the minimum requirements of the Project Specification. Specific reference to any aspects of your methodology that differ from the specification should be highlighted and explained.

Details of any early risk analysis should be included in this answer.

Relevant project case studies may be included in this answer or referred to in an appendix.

Please note that, as detailed in the Project Specification, work and costs associated with any Surveys should be detailed as part of this answer but not included as part of your tender price.

Your response to this question will form the basis of the contract deliverables and therefore should contain a sufficient level detail to be used for this purpose.

There is no page limit to this question, however any information deemed not relevant to this answer will not be considered for evaluation.

6 PART D – PRICE

Tenderers will submit a fixed price for this commission, in £Sterling excluding VAT. Prices will be scored in the manner outlined in Section 2.4.3.

6.1 Priced Activity and Resource Schedule

Tenderers will submit a priced activity and resource schedule, comprising as a minimum:

- Project tasks and Stages
- Team member rates;
- Team member time allocations and fees for each task;
- Team member and sub-contractor expenses relevant to each task;
- Stage time (for each team member), expenses and fee sub-totals; and
- Total project time (for each team member), expenses and fee.

All prices must be stated in £Sterling and exclude VAT.

6.2 Tender Price

Tenderers must complete Table 6.1 provided below.

Table 6.1 – Tender Price

Project Stage	Staff time costs	Other costs and expenses	Sub-Total
0			
1			
2			
TOTAL PRICE (excl VAT)			
VAT			

7 PART E – DECLARATION

All fields in Part E are Mandatory. Failure to complete all fields satisfactorily may lead to the ITT being excluded from the selection process.

The Managing Director or an equivalent senior regional director of the lead organisation, and a witness, should sign the following declaration (electronic signatures are permitted):

I CONFIRM THAT ALL QUESTIONS HAVE BEEN ANSWERED TRUTHFULLY, COMPLETELY, ACCURATELY AND WITHOUT MISLEADING CONTENT. I ENCLOSE SUPPORTING DOCUMENTS WHERE REQUESTED/ REQUIRED. I ACCEPT THE CONDITIONS OF THE CONTRACT DETAILED IN SECTION 8 OF THE TENDER REQUIREMENTS. BY SIGNING THIS I ALSO CONSENT TO WPC UNDERTAKING A CREDIT CHECK ON MY ORGANISATION.

(Expand fields as required.)

Name (Capital Letters)	
Position in organisation	
On behalf of [insert name of lead organisation]	
Address	
Email	
Signed:	
Date	