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Cornwall Council's
Town Vitality
Funding**

QUOTATION DOCUMENT

Saltash Community Space Tender

Contact Name:	
Title/Position Of Person Applying On Behalf Of The Company:	
Company Name:	
Company Type (Limited Company Etc) And Number:	
Company Address:	
Vat Registration Number:	
Email Address:	
Phone Number:	



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GOVERNANCE

Having examined the Invitation to Quote and its accompanying documents (which I/we shall keep) I can confirm my/our abilities and experience in all respects to satisfy the requirements of the tender brief

I/we confirm that:

- 1 Our company is in good financial health and has provided a link to our last year's accounts

- 2 We have employers' liability (note minimum £10M required), public liability (note minimum £10M required), and professional indemnity insurance (note minimum £1M required) . Our levels of cover are as follows:

Employers: £
Public Liability: £
Professional Indemnity Insurance: £

- 3 Our company complies with all relevant UK legislation and has the following policies in place:

Health and Safety
Equality and Diversity
Environmental Policy
Safeguarding Policy (when working with young people/vulnerable adults)

- 4 Our company complies with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation

- 5 Our company has a privacy policy in place



Saltash Community Space - Optimal Location & Feasibility Study

- 6 Our company has the resources available to meet the requirements outlined in this brief and has provided an organisational chart together with full details of the sub-contractors

- 7 Our company can deliver the final report as per the specification by the end of July 2023 and complete the project by the first week in September 2023

COSTS

I/we agree to carry out the whole of the works required for the sum of £ (exclusive of VAT)

Our breakdown of team costs is as follows:

Roles	Cost per day £
Director/Partner	
Senior Consultant	
Consultant	
Other	



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Saltash Community Space - Optimal Location & Feasibility Study

Please provide a breakdown of identified activities in this workstream and complete the days required or proportion of days required by each role to complete the activity.									
	Director		Senior Consultant		Consultant		Other		Totals
	Days	Charge	Days	Charge	Days	Charge	Days	Charge	£
Activity/Workstream									£
1.									£
2.									£
3.									£
4.									£
5.									£
6.									£
7.									£
Totals									£

Please complete additional lines as is necessary



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DECLARATION

I/we agree to hold open this tender for weeks from the date of tender

I/we understand that Saltash Town Council as the accountable body for this project retain the right to accept or reject any or all the tenders received and does not accept any liability for the costs incurred in connection with the preparation of this tender

I/we note that the work of the successful consultant will only proceed on the acceptance and signature by both parties of the final contract documents

I/we understand that Saltash Town Council are not bound to accept the lowest quote received and will follow the selection criteria outlined in the tender brief

I/we are aware of the tender process via hard copy and email and the tender deadlines as outlined in the brief

I/we have provided a statement (if applicable) of any potential conflicts of interest that our company may have in relation to this procurement

Signed (1): Status:

Signed (2): Status:

For and on behalf of: Date:



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