**Activity Plan Brief for Holy Trinity Church: New Community Hub**

**Instructions to bidders**

Please complete all the blank boxes. Do not leave any boxes blank. If a section is not applicable or relevant to you, write “N/A” in the box.

**This tender will be scored 60% on quality and 40% on price.**

|  |  |
| --- | --- |
| **Question** | **Your Response** |
| Name of the company or sole trader submitting this information |  |
| The company’s registered address, or personal address |  |
| The company’s website address (if applicable)  |  |
| Trading status |  |
| Company registration number (if applicable) |  |
| Date of registration in country of origin (if applicable) |  |
| Charity registration number (if applicable) |  |
| Registered VAT number (if applicable) |  |

**Relevant Experience**

|  |  |  |
| --- | --- | --- |
|  | **Project 1 Reference** | **Project 2 Reference** |
| Name of project |  |  |
| One-sentence summary |  |  |
| Which organisation did you deliver this project for? |  |  |
| Please provide the name and e-mail address of a contact at that organisation who could give us feedback about your delivery of the project |  |  |
| Approximately, what was the total budget for this project? |  |  |

**How you would deliver this project - 60%**

In no more than 1,500 words, please describe how you would deliver the activity plan for the project “Holy Trinity Church: New Community Hub”, including:

• Your overall vision for how you will deliver the Activity Plan – 10%

• How you will work with us in the early stages of the project to ensure the necessary research and data collection measures are put in place to enable you to deliver a comprehensive report – 10%

• How you will ensure the data needed is collected – 10%

• How you plan to allocate the budget for this project – 10%

• How you will manage this project to ensure it is delivered on time and on budget – 10%

• The experience which you believe makes you the right person/company to deliver this project for us – 10%

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|  |

**Price – 40%**

Please state your quote for this project by completing the blank box below. The maximum budget available is £20,000 Please ensure you include all your costs within the stated price.

|  |  |
| --- | --- |
| **PRICE** | **£** |
| **Including VAT** | **YES** [ ]  **NO** [ ]  |

**Contact details and declaration.**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay, I will provide any certificates or documentary evidence required to support claims made in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand this submission may be rejected in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section. I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Contact Name |  |
| Name of Company |  |
| Role in Company |  |
| Phone Number |  |
| Email address |  |
| Postal Address |  |
| Signature (electronic accepted) |  |
| Date |  |
| I have attached the following documents | [ ] CV[ ] Public Liability/ Professional Indemnity Insurance |

Please submit your proposal to matthew.brown@colchester.gov.uk by 17:00pm on Thursday 28th March 2024