

**FORM OF QUOTATION**

**for the provision of**

**eLearning Social Value Course development services**

Dear West Sussex County Council,

We *enter name of supplier*, having examined the quotation documents for the above contract, offer to carry out the services for the sums specified below:

 [*enter* *total amount of quotation in words, then numbers*] in accordance with the Pricing Schedule below.

**Pricing Schedule (70%)**

For information only please provide a breakdown of your pricing in the table below:

|  |  |  |
| --- | --- | --- |
| **#** | **Service**  | **Price per item (£)** |
| 1 | Development of eLearning Course as detailed in the Specification |    |
|  | Any other costs (please enter) |  |

**Quality Evaluation (30%)**

|  |  |  |  |
| --- | --- | --- | --- |
| No# | Theme | Questions | Weighting |
| 1 | Experience | Describe your experience of delivering similar projects | 7% |
| 6 | Project delivery | Describe how the project will be delivered within the timescales, outline key activities and milestones. | 15% |
| 7 | Overview | Who will be working on this? What relevant knowledge and skills will they bring to enhance the project?  | 6% |
| 8 | Social Value | Describe how you will integrate Social Value into the delivery of the service. What additional benefits would your proposal bring? | 2% |

We acknowledge that the prices we have submitted include any mark up for travelling costs and travelling time and other expenses of delivering the contract.

We agree that the offer set out in this tender constitutes an irrevocable offer by us which is capable of acceptance by the Council for a period of 120 days from the closing date for the submission of tenders.

We agree that West Sussex County Council does not bind itself to accept any quotation.

**SIGNED** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Signature)*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(PRINT name)*

Authorised signatory on behalf of:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Print company name)*

**DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_