

## TENDER SUBMISSION DOCUMENT

| Organisation Details                                                                                                                                                                                                                                                                                                                                                                   |                     |     |    |                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----|----|---------------------------|
| Full name of organisation tendering                                                                                                                                                                                                                                                                                                                                                    |                     |     |    |                           |
| Registered office address                                                                                                                                                                                                                                                                                                                                                              |                     |     |    |                           |
| Named contact for this contract:                                                                                                                                                                                                                                                                                                                                                       |                     |     |    |                           |
| Email                                                                                                                                                                                                                                                                                                                                                                                  |                     |     |    |                           |
| Phone                                                                                                                                                                                                                                                                                                                                                                                  |                     |     |    |                           |
| Company or charity registration number.                                                                                                                                                                                                                                                                                                                                                |                     |     |    |                           |
| VAT Registration number (if applicable)                                                                                                                                                                                                                                                                                                                                                |                     |     |    |                           |
| Type of organisation<br>eg limited company/sole trader                                                                                                                                                                                                                                                                                                                                 |                     |     |    |                           |
| Insurance                                                                                                                                                                                                                                                                                                                                                                              |                     |     |    |                           |
| You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract. |                     |     |    |                           |
| Insurance Policy                                                                                                                                                                                                                                                                                                                                                                       | Indemnity Value (£) | Yes | No | Will secure if successful |
| Employers Liability                                                                                                                                                                                                                                                                                                                                                                    | Min £5m per claim   |     |    |                           |
| Public Liability                                                                                                                                                                                                                                                                                                                                                                       | Min £10m per claim  |     |    |                           |

To enable a fair evaluation of all tenders please supply the following information which will form part of the evaluation process.

**Please provide a short outline of your experience and expertise in undertaking pump track construction projects (maximum one side of A4 minimum font Arial 12)**

**Partnership and flexible working. Please briefly outline on the supplied form how your company would work with the Parish Council to ensure successful delivery of this project (maximum 200 words minimum font Arial 12)**

**Please provide an estimated date of when you will be able to commence works and the estimated time it will take to complete the works.**

#### **References**

**Please provide details of two contracts from either the public or private sector, that are relevant to our requirement. Works contracts may be from the past five years.**

|                                                                  |  |
|------------------------------------------------------------------|--|
| Reference 1 - Organisation name:                                 |  |
| Customer contact, name, phone number and email                   |  |
| Contract Start date, contract completion date and contract value |  |

|                                                                                  |  |
|----------------------------------------------------------------------------------|--|
| Brief description of contract (max 150 words)                                    |  |
| Reference 2 - Organisation name:                                                 |  |
| Customer contact, name, phone number and email                                   |  |
| Contract Start date, contract completion date and contract value                 |  |
| Brief description of contract (max 150 words)                                    |  |
| <b>Please provide a quotation for the works as detailed in the specification</b> |  |
|                                                                                  |  |