

List of Information to be returned

Instructions

Below is the list of documents you are required to submit in your tender response.

Document Title	Action Required
Attachment 7. Form of Tender including Annexes A – D.	Please complete and submit as part of your tender submission
Attachment 5. Schedule of Charges (spreadsheets 5a and 5b)	Please complete and submit as part of your tender submission.
Attachment 4. Appendix 1. Contract Award Criteria	Please respond to the criteria and submit as part of your tender submission
Attachment 4. Appendix 2. Contract Award Criteria	Please send a separate response to each question in accordance with instructions contained in Appendix 2 of the Contract Award Criteria.

Please submit:

- Two copies of your tender including all documentation in a plain sealed envelope or package by no later than **12:00 hours on 25 January 2017**. Please address to: David Battersby, (Senior Officer, Procurement), Arts Council England, The Foundry, 82 Granville Street, Birmingham. B1 2LH.
- One electronic copy of your tender including all documentation to procurement.services@artscouncil.org.uk by the same deadline.

Any tender delivered after the deadline for any reason may be discounted. All evaluation against the contract award criteria will be made using the hard copies of your tender response.