**FORM OF QUOTATION**

**for Wayfinding and Signage Strategy for Devonshire Park Redevelopment**

To: Paul Quanstrom

Eastbourne Borough Council

1 Grove Road

Eastbourne

East Sussex BN21 4TW

Dear Eastbourne Borough 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 resource schedule and day rates below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **XXX Consultant** | **Resource Days required** | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** |
|  |  |  |  |  |  |
| **TOTAL RESOURCE (RESOURCE DAYS) excluding VAT** | | | | |  |

**5. Day Rates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **xxx Consultant** | **Rate (£/day) excluding VAT** | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** |
|  |  |  |  |  |

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. Your fee offer and all day rates are to be based on a 7.5 hour day and are to include allowance for disbursements but to exclude VAT.

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 Eastbourne Borough Council does not bind itself to accept any quotation.

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

*(Signature)*

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

*(PRINT name)*

Authorised signatory on behalf of:

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

*(Print company name)*

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