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**Valuation of Shared Waste Partnership Assets**

**Quotation Response Sheet**

**QUOTATION RESPONSE SHEET**

**Please complete and return no later than 5pm on Friday 19 January 2024 by email to** **capital.accounting@hants.gov.uk**

**GENERAL INFORMATION**

Please provide details of your organisation and a main contact.

## Organisation details

|  |  |
| --- | --- |
| Full name of organisation |  |
| Address (including post code) |  |
| Company number |  |
| Website |  |

## Details of main contact

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email |  |
| Phone Number |  |

**INSURANCE REQUIREMENTS**

|  |  |  |
| --- | --- | --- |
| Insurance Requirements  | Is the required amount currently held?  | Are you willing to increase to required amount if not currently held?  |
| Employers’ Liability £5m  | YES/NO  | YES/NO  |
| Public Liability £5m  | YES/NO  | YES/NO  |
| Professional Indemnity £2m  | YES/NO  | YES/NO  |

If insurance is held to the required amounts, please attach copies of insurance documents confirming this to your response.

If insurance is not held to the required amounts but you are willing to increase it, you must also attach a copy of correspondence from your insurance company confirming that they are willing to provide this.

**QUALITY QUESTIONS**

Please complete the following quality questions and lengthen the boxes for your response as necessary.

**Technical proposal/methodology for carrying out valuations (20% - 20 points)**

Please describe how you will carry out the valuations. This should include:

* A description of how you will complete the valuations, including compliance with CIPFA Code and RICS valuation requirements.
* Providing an example report to evidence proposed report output - please submit this as a separate attachment. For data protection purposes, anonymised or generic example reports are acceptable.

**Experience and Personnel (20% - 20 points)**

Please describe your organisation and personnel’s experience in completing similar valuations including specialist plant and equipment. This should include providing report extracts from similar valuations - please submit these as separate attachments. For data protection purposes, anonymised reports are acceptable. Please also provide details of the staff who will be completing the valuations, including their qualifications.

**Delivery of valuations (10% - 10 points)**

Please describe how you will deliver the valuations. This should include:

* A resource plan/timetable for carrying out the work, including listing key items and dates
* How you will ensure that the outputs are delivered on time (e.g., contingency plans for sickness)
* How you will communicate well with the client during the work, including responding to review questions from the client and any requests for further information/clarifications from client’s external auditors

**PRICING (50% - 50 points )**

Please refer to the pricing information in the supplier guidance notes for details of how prices should be entered.

|  |  |  |
| --- | --- | --- |
| **Item** | **Brief description of work** | **Total price excl. VAT (£)** |
| Shared Waste Partnership Assets Valuation | Valuation of shared waste partnership assets for financial accounting purposes |  |

**DECLARATION:**

I declare that to the best of my knowledge the answers submitted in this Quotation are correct. I understand that the information will be used in the process to assess my organisation's suitability to provide the services. I understand that this Quotation may be rejected if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I agree with this declaration:

|  |  |
| --- | --- |
| Name |  |
| Position in Organisation |  |
| Date |  |