# Invitation to Tender 10-year strategy visual identity and assets

**Ref: NHMF 0313**

**Schedule 5**

**Tender Response Document**

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## SECTION 1 – GENERAL DETAILS

### Organisation Details

Organisation’s full name: <Please insert here .......>

Business address (this will be the address the Heritage Fund will use to send any correspondence to you): <Please insert here .......>

Registered address (if any – this will be the address registered with Companies House): <Please insert here .......>

Company number: <Please insert here .......>

VAT Registration number (if any): <Please insert here .......>

Charity Registration number (if any): <Please insert here .......>

Are you classified as an SME organisation: <Please insert here .......>

Are you classified as a Voluntary Community and Social Enterprise (VCSE) organisation: <Please insert here .......>

### Organisation’s Representative

Please provide the details of the main contact for your Bid.

Name: <Please insert here .......>

Title: <Please insert here .......>

Telephone: <Please insert here .......>

Email: <Please insert here .......>

### Terms & Conditions of Contract (including Liabilities)

Please confirm you can comply with the Terms & Conditions of the Contract <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>

Please confirm you can comply with the following Terms & Conditions of the Contract:

* Service Provider’s liability limitation (Clause E1.4 of the Contract) is £250,000 <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>
* The Heritage Fund’s liability limitation (Clause E1.5) is limited to an amount equal to the total charges payable under this Contract. <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>
* Insurance period (Clause E2): The Service Provider must take out and maintain insurance for the term of this Contract and for six years after its termination or expiry. <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>
* Public liability (Clause E2) is £1,000,000 (one million pounds) for any one incident. <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>
* Professional indemnity (Clause E2) is £1,000,000 (one million pounds) for any one incident. <Please insert either ‘yes’ or ‘no’ here to indicate your acceptance>

Please identify any other Terms & Conditions of the Contract that you would not be able to comply with: <Please insert here…..>

### Payment Details

* Time of payment (Clause D1.1 of the Contract): insert payment schedule or time for payment, eg: 30 days after the Heritage Fund’s receipt of a valid invoice. <Please insert here .......>
* Method of payment (Clause D1.1): insert method, eg: cheque or electronic funds transfer. <Please insert here .......>
* Time of invoice (Clause D1.2): insert invoicing schedule, eg: after completion of all the Services. <Please insert here .......>

### Other Requirements

* Standards: Please insert here any specific standards that will apply. These will form part of any contract entered into (see Clause A3.1.2 of the Contract). <Please insert here .......>
* Accessibility: The Service Provider must comply with the Accessibility requirements set out in the Heritage Fund’s Specification Brief and attached to the Statement of Work as Appendix 1. <Please insert details here .......>
* Assistance of the Heritage Fund: Please insert here any assistance that will be required. Any requirements (if agreed) may form part of any contract entered into (see Clause C5.2). <insert details here .......>

## SECTION 2 – SPECIFIC DETAILS

### Method Statement

In no more than 750 words, please describe how you would approach this project and why you’re the best supplier for the job. Your response should:

* demonstrate a clear understanding of the aims and objectives of the Heritage Fund and our ambitions for this piece of work
* detail the skills, experience and innovative ideas required to deliver the requirements set out in this brief

If applicable, please detail any elements of the brief you would outsource to suppliers outside your own organisation and your experience of working with them previously.

<insert details here … >

### Statement Regarding Previous Experience

Please provide details of three previous projects you’ve successfully delivered that demonstrate your experience of developing a visual identity for a strategy or similar high profile strategic plan, preferably in the heritage and/or cultural sector.

In order to respect commercial confidentiality, you can state the contract value to within £20,000 of the actual amount. For example, a contract with a value of £70,000 could be expressed as £60,000– £80,000 or as £70,000– £90,000, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year project delivered** | **Client** | **Approximate value** | **Please describe (in 300 words or less) what you delivered and how you feel it demonstrates your experience in relation to our requirements. Include a link to an online case study if you have one.** |
|  |  |  | <insert details in the table. Max 300 words per example> |
|  |  |  | <insert details in the table. Max 300 words per example> |
|  |  |  | <insert details in the table. Max 300 words per example> |

### Staffing Statement

For all staff who will be allocated to the project, please provide names, job titles and a summary (no more than 100 words per person) of their experience of working on similar projects. Please identify who will be the project manager/lead contact (if different from main contact provided above).

<insert details here … >

Please attach CVs for the key staff (up to three, and no more than two A4 pages per CV).

<please send your response to this question as a separate file. Please use the file name ‘CVs for NHMF 0313’ >

### Financial ‘Bid’ Model

NHLF Project lead: please alter / delete the below question as appropriate…..

Please append a detailed financial (or ‘bid’) model. This must be provided as a spreadsheet and include:

* names and job titles of staff allocated to the project (these must be the same as those identified above)
* the allocation of days between members of the team
* the daily charging rate of each individual staff member
* an overall cost for the work shown as a total, matching the response given to question 7 below

<please send your response to this question as a separate spreadsheet file. Please use the file name ‘Bid Model for NHMF 0313’ >

### Carbon Net Zero

Please insert a statemen below that identifies the key steps your organisation is taking to become Carbon Net Zero (including the year you aim to become Carbon Net Zero) along with any other sustainability initiatives (max 750 words)

<insert details here … >

### Equalities, Diversity and Inclusion (EDI)

Please insert a statement below that describes your organisation’s approach to EDI.

Please also detail your organisation’s understanding of, and experience of adhering to, digital accessibility standards. The main strategy document you design will need to be delivered in fully accessible (following WCAG 2.0 guidelines) digital format. This is a specialised skill – if you don’t have the capabilities in-house, please describe how you plan to meet these requirements using external support (max 750 words).

<insert details here … >

### Tendered ‘Bid’ Price

* Please state your Tender price: <insert here £………… (excl. VAT) >
* Please state your Tender price: <insert here £………… (incl. VAT) >