**BID FOR PAVILION INTERNAL & EXTERNAL WORKS**

**HARTLEY WINTNEY PARISH COUNCIL**

**Return Date of ITT: 27January 2021 at 17.00 Hours**

# ORGANISATION IDENTITY

Name of Company in whose name business is transacted

Main Contact, Address, Telephone, Email and Website

Please indicate the primary types of business activity your business activity company

Please indicate the main geographic operating area of your company

LEGAL INFORMATION What is the legal status of your organisation (e.g. Sole Trader, Limited liability partnership, public limited company, private limited company, charity, etc.)

Date of organisations formation

Company Registration Number (If applicable) VAT Registration Number

Registered Address of Company if different to that provided above

Are there any court actions and/or industrial tribunal hearings outstanding against your organisation? YES/NO

If yes, please provide details on a separate sheet.

Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years? YES/NO

If yes, please provide details on a separate sheet.

Please give names and addresses of Directors/Partners or your organisation. Name Address Role in organisation

# FINANCIAL BACKGROUND

TURNOVER Please indicate the annual turnover of your organisation over the last 3 years. (Sets of accounts are not required)

Average annual turnover

£

INSURANCE Please provide evidence that the following insurance is in place:

1. Public Liability Insurance is in place to the value of £5,000,000 (five million pounds)
2. Employers Liability Insurance

# QUALITY

QUALITY ASSURANCE

Please provide details of any quality assurance accreditation that your company holds. Description of accreditation Date obtained

PORTFOLIO OF WORK COMPLETED

Please provide examples of work that you have competed as a separate document.

* 1. PROFESSIONAL ORGANISATIONS

Please indicate membership of any professional or trade organisations

* 1. RELEVANT QUALIFICATIONS

Please provide details of any relevant qualifications held by you and your employees (Use a separate sheet if necessary)

# PRICING SCHEDULE

Prices are to be submitted in Pounds Sterling and exclusive of VAT. It should be assumed that all the requirements under the specification should be included in the costing proposal.

*Note – You may adjust the size of the following text boxes to suit your response and/or separate out works as required.*

## Costs

The costs should be broken down into components with a full description of each component and its associated costs.

|  |  |
| --- | --- |
| **Service component description** | **Costs (£)** |
| Completion of external ramps, steps and terracing as noted on external works drawings |  |
| Completion of the building shell including insulation, screed, plaster boarding, internal doors |  |
| Fit-out of the spaces including kitchen, sanitary ware, floor/wall/ceiling finishes |  |
| Heating, plumbing and waste systems |  |
| Electrical systems including lighting, sockets, data, fire alarm and detection, security etc |  |
|  |  |
| **Total Costs (£)** | **£** |

# SUPPLIER CONDITIONS OF CONTRACT

Please provide full details of your conditions of contract.