**INSTRUCTIONS**

This proforma is to be returned by suppliers. The information submitted within the PPP will be used by the project team to determine the most appropriate supplier to deliver the services. This information will not form part of, nor will it be referenced in the contract.

Suppliers shall focus their response on WHAT activities are to be undertaken to deliver the outcomes in the Scope, describe HOW this will be done, and detail the BENEFIT such an approach will bring to that particular project. A programme, detailed price break down and a breakdown of supplier held risks are to be attached as appendices.

When submitting your proposal please take note of the identified word count, any text over the set word count will be dismissed and not considered by the evaluation team. Words within tables, diagrams and sketches will count towards the total word count. Labelling of tables and diagrams i.e. “Table 1.1 – Key Risks” will also count towards the word count).

Please do not attach any other appendices to this PPP other than those specifically requested below.

|  |  |
| --- | --- |
| **1.** | **Methodology / answers to specific questions (MAXIMUM 5000 words)**  To include:   * Outline method of how supplier proposes to deliver the services. * How key project risks/issues will be managed. * Your proposal should demonstrate the awareness, knowledge, experience and use of Employer led Government Building Information Modelling (BIM) on this project. * Outline programme in form of a gantt chart, identifying key milestones and critical path activities to be attached as Appendix 1. * Detail your approach to SHE, Innovation and Sustainability * The following project specific questions need to be addressed by suppliers within this section: * What temporary access/ specialist equipment will you provide to carry out the survey? * How will you safely manage the divers? * What are the mobilisation times for your divers? * What concrete tests will you carry out? * How will you manage confined space working? * How will you ensure consents are in place to meet required timescales? * How will you ensure the work is completed during low flows? |
| **2.** | **Key staff (MAXIMUM 2000 words)**  To include:   * A description of how the proposed team will bring their skill and experience to deliver best value and efficiency on this particular project. * CV’s to be provided for and will be assessed by the tender assessment team for the ‘key persons’ listed in Contract Data Part 2. * A description of which services you envisage sub-contracting and the reason why. Please provide details of the key sub-contractors in the following table within your response:  |  |  |  |  | | --- | --- | --- | --- | | Sub-contractor name | Services / works to be delivered | Procurement approach (incl. T&C’s, pricing option) | Relevant previous experience | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
|  | **APPENDICES (to be attached by Supplier)** |
| **A1** | **Programme** |
| **A2** | **Breakdown of supplier held risks *(specifically to highlight the price allocated to supplier held risks previously provided in Contract Data Part Two)***   |  |  | | --- | --- | | Supplier risk description | £ | |  |  | |  |  | |  |  | |
| **A3** | **Evidence of Insurance cover for Professional Indemnity and Public Liability required as stated on PSC Contract Data Part 1 Section 8.** |

**THESE INSTUCTIONS MAY BE DELETED BY THE SUPPLIER AND RESPONSES INSERTED TO THE TEMPLATE.**

**SUPPLIERS SHOULD ENTER THEIR NAME IN THE FOOTER WHERE INDICATED**

**END OF INSTUCTIONS**