

 **Invitation to Tender (ITT)**

**ITT for:**

**Options appraisal, works specification and clerk of works service for communal heating installation and renewal at residential schemes**

**11th April 2016**

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SECTION 1

**INTRODUCTION**

## **Background**

Yorkshire Housing (the client) is a social landlord with 18,000 properties in the Yorkshire and Humber region. Included within this number are 39 residential schemes with natural gas fired communal heating. These schemes typically involve a low-rise block of flats with a plant room containing natural gas heating appliances that provide heating and hot water to a number of dwellings within the block. Some of these schemes also incorporate a small proportion of flats which were never connected to the communal heating scheme or which have subsequently been removed from the communal heating scheme and had individual domestic boilers installed. Some of these schemes have communal heating for communal areas but not for individual dwellings.

Yorkshire Housing also has 40 residential schemes that are currently heated by electric storage heaters to each dwelling, with hot water from immersion heaters. These storage heaters are coming to the end of their life and require either replacement or removal and installation of an alternative heating and hot water solution. The properties are close to gas mains and individual or communal gas heating may be a preferable solution.

Yorkshire Housing is committed to providing affordable heating and hot water to its residential customers.

Further information about the schemes included in this ITT is included within the specification.

**SECTION 2**

**PROCUREMENT TIMETABLE**

Tenderers should note carefully the deadline for submission which is Friday 6th May 2016 at 12 noon BST. Review of the submitted tenders will be conducted after this date. It is our intention to announce the successful tender during the week commencing 16th May 2016.

Submission Deadline: Friday 6th May 2016, 12:00 BST

Evaluation: commencing 9th May 2016

Award: week commencing 16th May 2016

Services Commence: 23rd May 2016

Introductory Meeting: Monday 16th May 2016 – the successful consultant must be available to attend a meeting on this date.

**SECTION 3**

**INSTRUCTIONS TO TENDERERS**

**General**

Tenderers must read all instructions carefully before completing the documentation. Providers must comply with the terms of this ITT. Failure to comply with the requirements for completion and submission of the Tender may result in the rejection of your Tender.

Tenderers must acquaint themselves fully with the extent and nature of the Service and contractual obligations contained in this ITT and take any independent financial or legal advice, if necessary, as early as possible in the process. No claim arising from want of knowledge will be accepted.

Any Tenderer is deemed to be fully satisfied on submitting a Tender as to the accuracy and sufficiency of the rates and prices stated in the Price Schedule which shall (*except in so far as is otherwise provided in the Contract*) cover all its obligations under the Contract and shall be deemed to have obtained for itself all necessary information as to risks, contingencies and all other circumstances influencing or affecting its Tender.

This ITT does not constitute an offer by Yorkshire Housing and Yorkshire Housing does not undertake to accept the lowest or part or all of any Tender even if all requirements are met. All Providers shall be notified whether their submitted Tenders have been successful or unsuccessful to progress to the next stage of the procurement process.

In the event of the Tender being successful Yorkshire Housing will issue a formal letter to the successful tenderer (s). The actual contract between Yorkshire Housing and the successful tenderer will be a form of agreement to be prepared by Yorkshire Housing and referencing this ITT. Until formal agreement and signing of the contract is concluded, no part of this procurement process shall be construed as contractually binding.

**Tender Validity**

Tenders shall remain open for acceptance for a minimum period of 250 calendar days. A Tender valid for a shorter period may be rejected.

**Tender Costs**

Yorkshire Housing will not be liable for any costs Tenderers may incur in the preparation or submission of their Tender.

**Confidentiality**

The tenderer shall treat the tender documentation as private and confidential. The tenderer shall not disclose that they have been invited to tender, release details of the contract or details of their own tender return prior to the award of the contract.

**Equalities**

Tenderers are expected to comply with their statutory obligation under the following legislation (or European equivalents):

The Equality Act 2010

and any other relevant legislation or obligation which may be introduced during the period of this procurement process and/or the Contract.

**Contract**

Yorkshire Housing will award a contract of its design in respect of the services.

**Warranties**

In submitting its Tender, the tenderer warrants, represents and undertakes to Yorkshire Housing that:

a) all information, representations and other matters of fact communicated (whether in writing or otherwise) to Yorkshire Housing by the Provider, its staff or agents in connection with or arising out of the Tender are true, complete and accurate in all respects, both as at the date communicated and as at the date of submission of tender.

b)it has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the Tender and that it has not submitted the Tender and will not be entering into the Contract (if the same be awarded to the Provider by Yorkshire Housing) in reliance upon any information, representation or assumption which may have been made by or on behalf of Yorkshire Housing;

c) it has full power and authority to enter into the Contract and perform the obligations specified therein and will, if requested, produce evidence of such to Yorkshire Housing; and

d) it is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources available to it to perform the obligations specified in the Contract.

**Qualified tenders**

Tender Returns must not be qualified and must be submitted strictly in accordance with the Tender Documentation.

**INSTRUCTIONS FOR THE COMPLETION OF THE ITT**

**Tender Response**

With regard to the information above and in the following Parts, Providers are required to complete and submit the Tender as detailed below and as further directed in the relevant Schedules. Tenders not submitted in the requested format may be rejected.

All Tenders must be completed in English.

Rates and prices must be quoted in pounds sterling (exclusive of Value Added Tax).

**Tender Submission**

Tenders are to be returned to William Edson at the following address no later than **12noon on Friday 6th May 2016**:-

Bernard Williams Associates

The Studio

32 The Calls

Leeds

LS2 7EW

**Please can you ensure the envelope DOES NOT have any information on which would allow YH/BWA to identify your company.**

If you have any queries regarding the tender, contact William Edson at Bernard Williams Associates on 0113 244 6528..

The Tender Submissions must be received no later than **12noon on Friday 6th May 2016**:- No response will be accepted after the submission deadline. Tenderers must ensure they allow adequate time for documents to transmit and be successfully received

**Tender Clarification**

Any questions concerning any aspect of the ITT or the proposed contract should be emailed to Bernard Williams Associates, titled ‘Communal heating options appraisal query’.

It should be noted that no guarantee can be made that a full response to any questions will be available within the timescales set for replies to this ITT.

Questions and their answers will be shared with all invited bidders.

**SECTION 4**

**TENDER EVALUATION PROCESS**

**Evaluation Approach**

Prior to the detailed evaluation each Tender submitted will be examined for completeness and compliance. Tenders may be excluded where they have failed to comply with any of the instructions as directed.

Yorkshire Housing reserves the right to seek clarification in regard to any Tender (as required) during the evaluation process.

**Evaluation Procedure**

Evaluation of the Tender leading to award of the Contract will be undertaken on the basis of the Most Economically Advantageous Tender (MEAT) in accordance with the evaluation criteria set out below.

The qualitative evaluation criteria accounts for 70% of the evaluation and the remaining 30% accounts for the evaluation of total price.

The following tables show the weighting breakdown of the 70% quality score for each section.

|  |  |
| --- | --- |
| **Criteria** | **Percentage** |
| References and experience | 25% |
| Service delivery, capacity & operating procedures | 45% |

The qualitative questions at ITT will be scored as follows:

|  |  |
| --- | --- |
| **Score** | **Criteria for awarding score** |
| 0 | Complete failure to grasp/reflect the core issue or does not provide a proposal. |
| 1 | Proposal falls short of achieving expected and reflects limited understanding missing some aspects |
| 2 | Proposal meets the required standard in most material respects, but is lacking or inconsistent in others. |
| 3 | Good understanding and interpretation of requirements |
| 4 | Excellent understanding and interpretation. Innovative and proactive with sound strategy |

**SECTION 4b**

**Qualitative Questions**

Word limits indicate a maximum permitted length of answer and should not be taken as a guide to the length of answer required to score full marks.

1. References and experience (25% total)
	1. Please describe your involvement in three projects similar to specification items 1, 2 and 3, preferably within the social housing sector (1,000 word limit, 20 marks)
	2. Please describe your involvement in three projects similar to specification item 4, preferably within the social housing sector (500 word limit, 5 marks)
	3. Please provide references for three organisations for which you have delivered projects similar to the requirement listed within this ITT (100 word limit, pass/fail)
2. Service delivery, capacity & operating procedures (45% total)
	1. Please provide a brief overview of your organisation and how it will provide the services required by the client, as detailed in the specification and client requirements (500 word limit, 8 marks)
	2. Give details of the communication processes and project team you propose to use to ensure efficient and timely delivery by 30th June 2016 (150 word limit, 2 marks)
	3. Please provide CVs of the key individuals that would deliver this contract, detail how each of them would be involved, and provide details of a single point of contact for the contract (200 word limit plus CV attachments, 8 marks)
	4. Please detail how you ensure your staff are appropriately trained to deliver the specification and their knowledge and competency kept up to date (200 word limit, 2 marks)
	5. Please provide a template report, showing how you would present the results of this contract. This should include as a minimum section headings and a brief description of the content of the section. It should be clear from the template that the report will meet the requirements of the specification and client requirements (attachment – no word limit, 10 marks)
	6. Please provide a sample works specification that meets the requirements of part 1(e) of the specification (attachment – no word limit, 5 marks)
	7. Please describe what arrangements you have made to manage health and safety within your organisation (200 word limit, 4 marks)
	8. Please provide an overview of your complaint procedure and how problems are escalated through the organisation to ensure timely and fair resolution (150 word limit, 2 marks)
	9. Please detail how you will ensure the safeguarding and protection of Yorkshire Housing customers and your staff during the delivery of this contract (300 word limit, 4 marks)

**SECTION 5**

**SPECIFICATION AND CLIENT REQUIREMENTS**

**SPECIFICATION**

We require consultancy support to:

1. **Gas-fired communal heating**
	1. evaluate the extent to which natural gas communal heating boilers, water heaters and heat distribution systems at 39 schemes are fit for purpose, and the priority order for their renewal / replacement, factoring in historic gas consumption and historic repair requirements;
	2. deliver options appraisal of technical solutions to reduce gas consumption at the schemes cited in (a), including:
		1. replacement of communal space- / water-heating appliances and/or distribution system with new,
		2. conversion of all dwellings within the scheme to individual domestic boilers and removal of communal heating infrastructure,
		3. a hybrid approach of the two preceding,
		4. refurbishment or repair of existing appliances and/or distribution system, or
		5. no action;
	3. identify recommended option for each scheme based on a balance of whole life cost of works and cost benefit to residents (incorporating reasonable assumptions of potential energy company obligation income to offset part of the cost of works);
	4. cite any scheme-specific constraints and anything that Yorkshire Housing will need to take into account when commissioning works (including requirements for heat metering and asbestos removal);
	5. deliver detailed works specifications for approximately £1m of works, in priority order starting with the property requiring most urgent attention, and based on the recommended option for each scheme (after consultation with Yorkshire Housing to determine that Yorkshire Housing agrees with the recommended option;
	6. identify and undertake high level technical / commercial feasibility analysis on measures to reduce heating and hot water demand within blocks and flats;
	7. identify any rationalisation or adjustment recommended to the existing hot and cold water distribution system in the schemes, e.g. to reduce Legionella risk from dead end pipework, or to renew / repair storage tanks;
	8. suggest any recommended alterations to customer billing arrangements or metering, to comply with best practice and Heat Networks (Metering and Billing) Regulations 2014 and related statute. Justify and identify any cost implications for the recommended alteration.
2. **Electrically-heated schemes**
	1. evaluate the extent to which individual electric storage heaters and hot water cylinders in dwellings within 40 schemes are fit for purpose, and the priority order for their renewal / replacement, factoring in historic electricity consumption and historic repair requirements;
	2. deliver options appraisal of technical solutions to reduce energy consumption / cost at the schemes cited in (a), including:
		1. replacement of electric storage heaters and / or hot water cylinders with new (NB our preferred new storage heater model is a Dimplex Quantum high heat retention unit),
		2. conversion of all dwellings within the scheme to individual gas-fired domestic boilers and removal of storage heaters and hot water cylinders,
		3. creating of a gas-fired communal heating system to provide heat to the properties, and removal of storage heaters,
		4. a hybrid approach of the three preceding,
		5. refurbishment or repair of existing storage heaters and/or hot water cylinders, or
		6. no action;
	3. identify recommended option for each scheme based on a balance of whole life cost of works and cost benefit to residents (incorporating reasonable assumptions of potential energy company obligation income / fuel poor connection voucher to offset part of the cost of works, and informed estimate of any distribution network operator costs);
	4. cite any scheme-specific constraints (e.g. upgrading incoming supply) and anything that Yorkshire Housing will need to take into account when commissioning works (including asbestos removal);
	5. where replacement of storage heaters and / or hot water cylinders with new is recommended, deliver detailed survey allowing seamless install by Yorkshire Housing’s direct labour organisation (survey details to be agreed in consultation with the client);
	6. identify and undertake high level technical / commercial feasibility analysis on measures to reduce heating and hot water demand within blocks and flats.
3. **Block of 14 properties at Craven**
	1. deliver an options appraisal for a scheme of 14 flats in Craven district that are currently heated by electric boilers and solar thermal, recommending the most effective option, balancing cost of install with cost to the customer of operation. The most cost effective option is likely to be individual gas boilers or gas-fired communal heating.
4. **Clerk of works**

We also require a quality control / clerk of works service to oversee the delivery by third party contractors of the works recommended by the consultant.

More information about the schemes referenced in section 1 of the specification is below. Each row relates to one scheme.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Local authority** | **Post code** | **Built year (year converted to current use)** | **Number of storeys** | **Number of dwellings** | **Current heating appliances** |
| Barnsley | S70 | 1980 | 3 | 34 | 2x Heatrae Vendetta |
| Barnsley | S70 | 1988 | 4 | 47 | 3x Remeha Pro 90; 3x Andrews 63/62 water heater |
| Barnsley | S63 | 1991 | 1 | 44 | 3x Ideal CXA 80; 1x AOSmith UPA 50 water heater; 2x Lochinvar 200CE water heater |
| Barnsley | S71 | 1989 | 2 | 38 | 3x Remeha Pro 90; 3x Andrews 63/62 water heater |
| Barnsley | S63 | 1993 | 1 | 6 | Domestic boiler, unknown make / model |
| Bradford | BD9 | 1900 | 4 | 6 | Broag Quinta Pro 65 |
| Bradford | BD8 | 1982 | 3 | 20 | 3x Hamworthy 250 |
| Bradford | BD8 | 1982 | 3 | 20 | 3x Hamworthy 250 |
| Bradford | BD9 | 1976 (2008) | 1 | 11 | Andrews Water heater; Bartlett Spirit Range; Broag Boiler  |
| Bradford | BD7 | 1890 | 4 | 5 | Potterton Kingfisher boiler; Rinnai hd water heater |
| Bradford | BD8 | 1980 | 3 | 24 | 4x Ideal Concorde 200 |
| Bradford | BD21 | 1900 (2001) | 4 | 6 | Lochinvar LG30 water heater; Potterton Derwent compact boiler |
| Bradford | BD8 | 1982 | 3 | 14 | 2x Remeha Quinta 65 |
| Bradford | BD7 | 1992 | 2 | 16 | Hamworthy 430 boiler; 2x Andrews Water Heater; Falcon G1107 Range |
| Bradford | BD7 | 1991 | 2 | 35 | 2x Quinta Pro 90; 2x Andrews 62/75 water heater |
| Bradford | BD5 | 1997 | 3 | 23 | 2x Broag Rima W60 boiler |
| Bradford | BD8 | 1975 | 4 | 15 | 2x Ideal Concorde C-230 |
| Bradford | BD2 | 1990 | 2 | 38 | 2x Remeha Gas 3 A HE; 2x Lochinvar CE500 Auto water heater |
| Bradford | BD9 | 1989 | 2 | 8 | Hamworthy UR350 boiler; Andrews 65/73 water heater |
| Bradford | BD21 | 1900 (1991) | 4 | 6 | Ideal Harrier ES boiler |
| Calderdale | OL14 | 1984 | 4 | 24 | 6x Glowworm Ultimate 120FF |
| Craven | BD20 | 1850 (2011) | 3 | 20 | 3x Remeha Quinta Pro 115 |
| Craven | BD23 | 1974 | 2 | 21 | 5x Ideal Imax W45 |
| Kirklees | HD2 | 1991 | 3 | 27 | 6x Ideal Concorde Super 50/300 |
| Kirklees | HD1 | 1989 | 2 | 21 | 1x Ideal CX 205; 1x Ideal CXA 60; 2x Andrews 32/143PP water heater |
| Kirklees | WF13 | 1991 | 2 | 44 | 2x Remeha Pro 90; 2x Andrews RFF 280 water heater |
| Leeds | LS7 | 2002 | 5 | 16 | Ideal Oxa 40 boiler; Volkera synthesi boiler; Andrews 47/55 water heater |
| Leeds | LS27 | 2011 | 6 | 22 | 3x Potterton Paramount 2 115 |
| Leeds | LS3 | 1982 | 4 | 42 | 2x Broag Quintana 90 |
| Pendle | BB18 | 1977 | 3 | 23 | 3x Remeha Quinta 85 |
| Ryedale | YO17 | 2009 | 3 | 50 | 3x Ideal Evomax 80; 2x Andrews CWH30/200 Maxi Flo water heater |
| Ryedale | YO62 | 1985 | 2 | 32 | Ideal Concorde C140; Andrews water heater |
| Ryedale | YO62 | 1986 | 2 | 33 | Ideal Concorde C140; Andrews water heater |
| Wakefield | WF2 | 2007 | 4 | 45 | 4x Ideal Imax W80; 2x Andrews 65/173 PP water heater |
| York | YO32 | 1985 | 2 | 25 | Remeha Quinta Pro 65 |
| York | YO32 | 1979 | 2 | 37 | Potterton Kingfisher CF180; Potterton Kingfisher CF45 |
| York | YO30 | 1991 | 2 | 33 | Ideal Concorde C205; Andrews water heater |
| York | YO32 | 1978 | 2 | 31 | Remeha Quinta Pro 65; Ideal Concorde E type |
| York | YO23 | 2006 | 2 | 10 | 2x Gloworm 30HX1; Andrews CSC93GB water heater |

More information about the schemes referenced in section 2 of the specification is below. All properties have electric storage heaters and immersion hot water cylinders, with storage heaters typically installed between 1980 and 1996.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Local authority** | **Post code** | **Built year** | **Number of storeys** | **Number of dwellings** |
| Barnsley | S70 | 1988 | 4 | 46 |
| Barnsley | S70 | 1991 | 2 | 16 |
| Barnsley | S70 | 1989 | 2 | 16 |
| Barnsley | S70 | 1987 | 2 | 8 |
| Bradford | BD2 | 1985 | 2 | 38 |
| Bradford | BD2 | 1993 | 2 | 16 |
| Bradford | BD8 | 1973 | 4 | 12 |
| Calderdale | HX1 | 1988 | 2 | 10 |
| Calderdale | HD6 | 1988 | 2 | 12 |
| Calderdale | HX2 | 1992 | 2 | 31 |
| Calderdale | HX3 | 1990 | 2 | 4 |
| Calderdale | HX1 | 1988 | 2 | 7 |
| Calderdale | HX1 | 1988 | 2 | 6 |
| Calderdale | HX3 | 1990 | 2 | 8 |
| Craven | BD23 | 1956 | 2 | 4 |
| Harrogate | HG5 | 1979 | 2 | 34 |
| Kirklees | HD5 | 1990 | 2 | 2 |
| Kirklees | HD5 | 1990 | 2 | 4 |
| Kirklees | HD1 | 1991 | 2 | 5 |
| Leeds | LS11 | 1981 | 3 | 24 |
| Leeds | LS14 | 1989 | 2 | 33 |
| Leeds | LS6 | 1987 | 3 | 17 |
| Leeds | LS12 | 1982 | 2 | 2 |
| Leeds | LS12 | 1982 | 3 | 6 |
| Leeds | LS12 | 1981 | 3 | 6 |
| Leeds | LS14 | 1982 | 2 | 12 |
| Leeds | LS14 | 1990 | 2 | 4 |
| Leeds | LS12 | 1993 | 3 | 30 |
| Leeds | LS12 | 1982 | 3 | 12 |
| Ryedale | YO17 | 1995 | 3 | 6 |
| Ryedale | YO18 | 1986 | 2 | 6 |
| Sheffield | S1 | 1980 | 4 | 79 |
| Sheffield | S1 | 1980 | 3 | 32 |
| Sheffield | S2 | 1900 | 3 | 28 |
| Wakefield | WF1 | 1987 | 3 | 29 |
| Wakefield | WF1 | 1988 | 3 | 26 |
| Wakefield | WF1 | 1987 | 2 | 6 |
| Wakefield | WF2 | 1973 | 1 | 30 |
| Wakefield | WF10 | 1991 | 2 | 18 |
| York | YO10 | 1997 | 3 | 6 |

**CLIENT REQUIREMENTS**

Consultants must hold insurance from a reputable provider, to the following levels in respect of each and every claim:

Employer’s liability: £5,000,000

Public liability: £5,000,000

Professional indemnity: £1,000,000

The successful consultant must maintain these levels of insurance during the contract period and for 60 months following cessation of the contract, and must provide proof of this cover to the client within five days of being requested to do so by the client within this period.

Consultants must comply with the Yorkshire Housing Contractors Code of Conduct, and their legal obligations under the Equalities Act and under the Data Protection Act.

The consultant must provide a single point of contact for Yorkshire Housing.

The successful consultant must be appropriately qualified to undertake the work, including as a minimum a current GasSafe registration. Individual operatives must be appropriately qualified and registered, including as a minimum a clear DBS check and Non Domestic Commercial ACS Assessment common competencies COCNPI 1LS and COCN1.

The consultant shall comply with all laws and regulatory requirements.

The services must be delivered in full by 30th June 2016.

The successful consultant must provide regular asbestos awareness training to its operatives that will be visiting Yorkshire Housing premises, using a UKATA-registered training provider. Yorkshire Housing will ask for evidence of this as part of its annual Health and Safety check. Yorkshire Housing will provide access to its online asbestos register, which should be checked prior to visiting properties, but consultants should assume presence of asbestos unless and until they satisfy themselves that it is not present, and adopt appropriate safe methods of working.

All recommended options must result in a system that is compliant with the Water Supply (Water Fittings) Regulations 1999 and health and safety best practice.

Yorkshire Housing operates a register of properties where customers have particular vulnerabilities or have previously exhibited unacceptable behaviour. We require that all staff, contractors and consultants refer to this register when visiting properties such that the health and safety of all parties can be protected. Consultants are also required to report incidents of unacceptable behaviour where it is felt Yorkshire Housing may wish to consider a property or tenant for inclusion on the register.

The consultant will liaise with the Independent Living Officer attached to each scheme to facilitate access to individual flats, where this is required, and will be flexible to accommodate customer access requirements. The consultant should note that some customers are very vulnerable; the consultant must demonstrate robust safeguarding procedures, all staff visiting site must hold a valid and clear DBS certificate, and all staff must comply with the client’s requests in respect of safeguarding and ensuring customer care.

The consultant must demonstrate an ability to deliver the services where English is not a first language for customers living in flats in the schemes, and where these customers have additional learning needs and/or staff supporting them to live independently.

The consultant must undertake and comply with adequate risk assessments, and provide all appropriate personal protective equipment to allow for safe working. Evidence of independent health and safety (such as CHAS or OHSAS 18001) accreditation is preferred.

Consultants will be expected to respond to customer queries about their work in a courteous and helpful manner while on site.

**SECTION 6**

**COMPANY DETAILS**

Please complete the below form.

|  |  |
| --- | --- |
| Please provide the name of your company |  |
| Please provide your company’s registered address |  |
| Postcode |  |
| Please provide the local office address, telephone number and fax number (if applicable) | Local office address |  |
| Telephone |  |
| Fax number |  |
| Please provide the name, position, telephone number, fax number and e- mail address for the main point of contact for this tender | Name |  |
| Position |  |
| Telephone |  |
| Fax number |  |
| E-mail |  |
| Please provide the name, position, telephone number, fax number and e- mail address for the person responsible for the tender (if different from the main point of contact)  | Name |  |
| Position |  |
| Telephone |  |
| Fax number |  |
| Email |  |
| Please provide the following information: - Registration number where a limited company - State whether Public or Private - VAT registration number - If member of a group of companies, please give name and address of ultimate parent company and any other subsidiaries in associated fields in England and Wales | Registration number |  |
| State Public/Private |  |
| VAT registration number |  |
| Additional info |
|  |

 **SECTION 7**

**FEE PROPOSAL**

Prices quoted should be exclusive of VAT.

BWA Pricing Schedule/fee proposal document to be completed

**SECTION 8**

**TENDER RESPONSE**

**List of documents to be returned**

1. **Responses to Qualitative Questions** (see section 4b)
2. **Completed Pricing Schedule / Fee Proposal** (As BWA pricing Schedule)
3. **Company details** (see section 6)