**Video Production Services**
**Tender Response**

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| --- |
| **Company Details** |
| **Name of Company, sole trader or other** | Enter |
| **Trading status (select)** | **Limited company**  | [ ]   |
| **Sole Trader** | [ ]  |
| **Other (please specify below)** | [ ]  |
| Enter |
| **Business contact details** | **Contact Name** | Enter |
| **Address** | Enter |
| **E-mail** | Enter |
| **Telephone** | Enter |

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| **Location to Bristol** |
| **Are you in easy travelling distance to Bristol – essential for this contract as same day /short notice visits may be required** | **Yes** | [ ]  |
| **No (give location and any information why you think you could still undertake this work)** | [ ]  |
| Enter |

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| **Unqualified acceptance** |
| **I agree unqualified acceptance of the Conditions of Contract, including all schedules****(Select)** | **Yes** | [ ]  |
| **No (Please specify why below)** | [ ]  |
| Enter |

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| **Response for the provision of Video Production Services**  |
| **REQUIREMENTS & DELIVERABLES** |
| **Please use the section below to describe how you meet the requirements & deliverables detailed paragraphs 11 – 15 (requirements) and paragraph 16 of the invitation to tender** |
| **Requirement 1 – Branding and reputation** |
|  |
| **Requirement 2 – Recruitment**  |
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| **Requirement 3 - Guidance** |
|  |
| **Deliverables** |
|  |

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| **SKILLS AND EXPERIENCE** |
| **Please use the section below to provide demonstrable evidence how you meet the skills and experience required as detailed in paragraph 18 of the requirement meet the**  |
|  |

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| **Additional information**  |
| **Please use this section to provide us with any other information you think will add value to your tender (max 750 words)** |
|  |

**Price Schedule**

|  |  |
| --- | --- |
| **Description** | **Price** |
| **Hourly rate** | **£** |
| **Daily rate** | **£** |
| **Any other costs (please give details)** | **£** |
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**All costs should be inclusive of expenses to Bristol and exclusive of VAT.
Claims for expenses for travel outside Bristol will be in accordance with the limits set in Schedule 1 of the Conditions of Contract (Annex A)**

**Once completed, Please send your tender to:**

**Julie.oakes@planninginspectorate.gov.uk**

**By no later than Noon on Tuesday 3 September 2019**