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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | |

|  |  |  |
| --- | --- | --- |
| **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 | |

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

|  |
| --- |
| **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** |
|  |
| **Requirement 3 - Guidance** |
|  |
| **Deliverables** |
|  |

|  |
| --- |
| **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** |
|  |

|  |
| --- |
| **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)** | **£** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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**](mailto:Julie.oakes@planninginspectorate.gov.uk)

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