**TENDER TO SHAP FOR THE PROVISION OF SERVICES IN THREE LOTS**

**Invitation to Tender Issue Date 18 June 2019**

**Tender Return Deadline** **midnight on 3 July 2019**

Tenders must be returned to carl@bchs.coop

**Tenders must be submitted as a PDF by email with the subject line**

‘SHAP ITT CLOSING DATE 18 June 2019……’

Interviews date to be confirmed (if held)

Award confirmation by 31 July 2019

THIS IS A TENDER FOR (PLEASE DELETE WHICH ARE NOT APPLICABLE)

PLEASE SUBMIT A SEPARATE BID FOR EACH LOT

**LOT 1. Programme and Project Manager**

**LOT 2. Programme Administrator**

**LOT 3. Technical Project Lead**

…………………………………………………………………………………………………………………………………………………………….

**Name of Organisation** ……………………………………………………………………………………………………………………

**Contact name** ………………………………………………………………………………………………………………………

**Contact email**  ………………………………………………………………………………………………………………………

**Contact phone number** ……………………………………………………………………………….

**Company registration number** …………………………………………………………………….

**Postal Address**  …………………………………………………

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Page 2 submitted by ……………………………………………………………….

**Hourly rate inclusive of expenses and VAT**  ………………………………

**NOTE:** Travel time to and within the West Midlands will not be paid. Costs for UK national and any international travel and for running events and any publications should not be included but must be approved in advance of any commitment to expenditure by the SHAP Board and should be run as compliant procurement according to relevant requirements.

**This tender is submitted by**

**Name …………………………………………………………….**

**Signature …………………………………………………………….**

**Date**  …………………………………………………………….

**ATTACHMENTS**

Y/N Covering letter

Y/N Response to ITT

Y/N Copy of insurances – listed below in Table 1 if available but not required at this stage

Y/N Copy of CV(s) – listed below in Table 2

Y/N Certificate of non collusion

Y/N Any other information

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**TABLE 1 (it is not mandatory to have or provide insurances at this stage)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INSURANCES | INSURER | VALUE | RENEWAL DATE | ATTACHED Y/N |
| Professional Indemnity |  |  |  |  |
| Product liability |  |  |  |  |
| Third party liability |  |  |  |  |
| Employers liability |  |  |  |  |
|  |  |  |  |  |

**Table 2**

|  |  |  |
| --- | --- | --- |
| CVs |  |  |
| Name | Role | Attached Y/N |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The Invitation to Tender reply form should be returned by email with the subject line **‘SHAP ITT CLOSING DATE midnight 3 July 2019……’** to carl@bchs.coop.