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|  |  | T: 03459 335577  helpline@defra.gov.uk  www.gov.uk/defra |
| Kings Meadow House  Reading  RG1 8DQ |

# Project Proposal Proforma

This proforma is to be returned by suppliers. This information will be used to select the successful supplier during the tender assessment process on the basis of a 60:40 price: quality evaluation model.

Your response must contain the information requested in the questions below. Do not use generic attachments such as sections of process manuals as your main reply unless specifically requested. Any attachments returned must be clearly referenced to the question they relate to or they will not be considered. Information submitted over any maximum limit specified may not be considered.

If you are planning to subcontract any of the work, your reply should provide confidence that methodologyand standards will be delivered to the same level that you would apply.

**Price (60% overall):**

**Quality (40% overall), comprising:**

1. **Methodology (Inc. programme and risk) 40%)**

Please demonstrate how will ensure delivery of this requirement, as specified in the attached Specification document. Your response should include:

1. Detailed methodology of how you intend to carry out the works, including the mitigations for any key risks involved;
2. A summary of how progress, forecasts, and issues will be managed and communicated to the client;
3. A programme for the project.
4. Confirmation of any subcontractors that will be required in order to deliver the programme of works. Details are to include:

-name;

-task/role;

-an outline of how they have been selected; and

-a summary of how they will be managed throughout the contract.

1. Any alternative proposals for the project team’s consideration, particularly in relation to any low-carbon solutions.
2. **Staff (Inc. experience) (30%)**

Please demonstrate that your proposed project team is appropriately experienced, trained and/or qualified for delivering this work. Your reply should include:

1. an organogram for the project team, showing names and roles; and
2. CVs of key personnel to be involved in works, from managers to engineers, supported by a skills matrix or equivalent to illustrate the relevant skills/experience/qualifications of individual members of the proposed team, noting that evidence of professional competency training may be required prior to the commencement of the contract; and
3. If you anticipate using sub-contractors for some or all of the works, please explain how you will ensure that any personnel are of an equivalently high standard and how their performance will be managed.
4. **Health and Safety (25%)**

Please explain how you will minimise all health and safety risks associated with this work. Your response should include:

1. A summary of the key health and safety risks;
2. RAMS detailing the work requirements.
3. If you anticipate using sub-contractors for some or all of the works, please explain how you will ensure that such works are undertaken to an equivalently high health and safety standard.
4. **Environmental Characteristics (5%)**

Please explain how you will minimise all environmental and sustainability risks associated with these works. Your response should include:

1. A summary of the key environmental and sustainability risks in an Environmental Plan, including but not limited to the following list, together with your proposed mitigations and remedial actions:
   * biosecurity and invasive species;
   * pollution prevention; and
   * Ensuring use of sustainable timber.
2. An outline of your plan for waste disposal and opportunities for materials to be re-used and recycled, including details of your use of Waste Transfer Notes as appropriate.
3. If you anticipate using sub-contractors for some or all of the works, please explain how you will ensure that such works are undertaken to an equivalently high environmental standard.

**Response Form:**

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| 1. **Methodology (Inc. programme and risk) (40%)** |
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| 1. **Staff (Inc. experience) (30%)** |
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| 1. **Health and Safety (25%)** |
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| 1. **Environmental Characteristics (5%)** |
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**Price List**

Entries in the first five columns in this Price List are made either by the *Employer* or the tenderer.

If the *Contractor* is to be paid a fixed amount for a section (not adjusted if the quantity of work in the section changes), the tenderer enters the amount in the price column only: the Quantity and Unit Rate columns are to remain blank; the Unit is to remain ‘Sum’.

If the *Contractor* is to be paid an amount for a section according to a quantity of work (adjusted if the quantity of work in work the section changes), an appropriate Unit and Quantity must be entered. The tenderer must enter their Unit Rate and Price (calculated as the Unit Rate multiplied by the Quantity).

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| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Section** | **Unit** | **Quantity** | **Unit Rate**  (£ exc VAT) | **Price**  (£ exc VAT) |
| 1 | Parts/materials | Sum |  |  |  |
| 2 | Labour | Sum |  |  |  |
| 3 | Sub-contractor parts/materials | Sum |  |  |  |
| 4 | Sub-contractor labour | Sum |  |  |  |
| 5 |  | Sum |  |  |  |
|  |  | Sum |  |  |  |
|  |  | Sum |  |  |  |
|  |  | Sum |  |  |  |
|  |  | Sum |  |  |  |
|  |  | Sum |  |  |  |
|  |  | Sum |  |  |  |
|  |  | Sum |  |  |  |
|  |  | Sum |  |  |  |
|  |  | **Total of the Prices** | | |  |

**Price Breakdown**

For each Section in the Price List, tenderers must provide a breakdown to demonstrate the application of their framework rates.

**Section #**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff Role / Material / Equipment / Other (specify)** | **Rate Period**  (N/A if not staff rates) | **Rate / Price £ (ex VAT)** | **Unit of Measure** (per hour, per day, per item, etc) | **Quantity** | **Total Price £ (ex VAT)** |
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**Section #**

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| **Staff Role / Material / Equipment / Other (specify)** | **Rate Period**  (N/A if not staff rates) | **Rate / Price £ (ex VAT)** | **Unit of Measure** (per hour, per day, per item, etc) | **Quantity** | **Total Price £ (ex VAT)** |
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