**Salisbury City Council**

**Asset Valuation Tender December 2024**

**Tenderers’ Questions and Answers**

Question 1 Do we need to submit the tender package by post or is an email to you with the requirements acceptable ?

Answer 1 As stated in the tender instructions (document 1), the only format for returned tenders is hardcopy by post, to be received by the tender return deadline. Please do not email.

Q2 I just wanted to double check to see if there is anywhere that we need to register online or express an interest ? Usually, we would expect to see an ITT questionnaire, but quickly looking through the documents we have downloaded, I can’t seem to find any documents of this nature. Or do we just need to put together a Tender Submission and send it in hard copy by 18th December 2024?

A2 You do not need to register online, nor express an interest. You need only submit a complete hardcopy tender by the midday 18th December deadline.

Q3 Are there any specific quality questions that we are to answer? We can’t seem to find these within the tender documents ?

A3 There are no specific quality questions that you need to answer in your tender. Instead, please refer to paragraph 15 of the Instructions on tendering (Document 1) which sets out the requirement for you to provide information on the three quality criteria (Management, Service Quality and Comprehensiveness). You have freedom and discretion to decide how much (or little) information you wish to submit to demonstrate these attributes. We will evaluate tenders, including scoring for price and quality, in accordance with the methodology set out in Document 1.