

**Form of Tender**

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted

Closing time and date for return of submission

**17:00 (5PM) 14.03.2025**

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| **QUESTION** | **RESPONSE** |
| Name (if registered, please give the registered name) |  |
| Registered address (if applicable) or head office address |  |
| Registered website address (if applicable) |  |
| Trading status  a) - public limited company  b) - private limited company  c) - limited liability partnership  d) - other partnership  e) - sole trader  f) - third sector  g) - other (please specify your trading status) |  |
| Date of registration (if applicable) or date of formation. |  |
| Registration number (company, partnership, charity, etc if applicable). |  |
| Registered VAT number. |  |
| Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes **▢**  No **▢**  N/A **▢** |
| If you responded yes, please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, provide  - the website address,  - issuing body  - reference number. |  |
| Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes **▢**  No **▢** |
| Details of Persons with Significant Control (PSC)[[2]](#footnote-2), where appropriate[[3]](#footnote-3):  - Name  - Date of birth  - Nationality  - Country, state or part of the UK where the PSC usually lives  - Service address  - The date he or she became a PSC in relation to the company ;  - Which conditions for being a PSC are met:  - Over 25% up to (and including) 50%  - More than 50% and less than 75%  - 75% or more  (Please enter N/A if not applicable) |  |
| Details of your immediate parent company:  - Full name of immediate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  Please enter N/A if not applicable) |  |
| Details of ultimate parent company:  - Full name of ultimate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  (Please enter N/A if not applicable) |  |

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| **Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility (please refer to 6.2 of ‘Invitation to Tender’ document.)** | |
| Please provide your response here: | |
| **Please provide details of 2 similar projects of value and size (please refer to 6.3 of ‘Invitation to Tender’ document)** | |
| Please provide your response here:  **Project Method Statement (please refer to 6.4 of ‘Invitation to Tender’ document)** | |
| Please provide details of the management of the organisation. | |
| Please provide your response here: | |
| Person Responsible for onsite Health & Safety | Please provide your response here: |
| Project Manager for Contractor | Please provide your response here: |
| **Please provide a programme of work that demonstrated how you will meet the proposed timetable.** | |
| Please provide your response here: | |

1. See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-2)
3. Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-3)