**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 as per assessment criteria detailed in the Request for Proposal document.

**Contractors, please use the response form attached to this proforma**.

Your response must contain the information requested in the questions below. 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 detail what work will be subcontracted, to whom, and it must provide confidence that methodologyand standards will be delivered to the same level that you would apply.

Where a minimum quality threshold has been specified, submissions assessed as not having met the threshold will be deemed non-compliant.

**Contractor Response Form**

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| **Contractor Name:** |
| **Project reference: LRO 09** |
| 1. **Technical Criteria** |
| **Maximum Response Length - 1 side of A4, font size 11** |

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| 1. **Understanding of the Project** |
| **Maximum Response Length - 1 side of A4, font size 11** |

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| 1. **Understanding of local area** |
| **Maximum Response Length - 1 side of A4, font size 11** |

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| 1. **Your Approach and Methodology** |
| **Maximum Response Length - 4 sides of A4, font size 11** |

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| 1. **Project Management** |
| **Maximum Response Length - 1 side of A4, font size 11** |

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| 1. **Team, Experience and Technical skill of those involved in the contract** |
| **Maximum Response Length - 2 sides of A4, font size 11** |

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| 1. **Conflicts of interest** |
| Please take this opportunity to detail any potential conflicts of interest that may arise if you are awarded this scope of work |