**To ensure that quotations are comparable we ask that you use the template below or that quotations clearly outline the following areas:**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Phone** |  |
| **Website (if applicable)** |  |
| **Email** |  |
| **Bidder legal status:** | □ Sole Trader  □ Private Limited Company  □ Public Limited Company  □ Partnership  □ Other |
| **VAT registration number (if applicable)/ UTR** |  |
| **Company number (if applicable)** |  |

|  |
| --- |
| **Overview**  Please provide an overview of your quotation and your suitability to undertake this role. |

**Responsibilities**

Please outline your experience and suitability with regards to the following, giving examples of successful projects:

|  |
| --- |
| **Project Development** |
| **Project Management** |
| **Consultation and engagement**  Please provide examples of consultation and engagement for similar projects and organisations.  Please indicate how you would approach stakeholder engagement for this project. |
| **Timescale**  Please indicate how you will approach this project and your proposed timeline for activities. |
| **Budget breakdown**  Please include all costs for fees, consultation, VAT and expenses.  Please indicate day rates for all consultants and time allocated to the project. |
| **Contact details for two referees:** |

**Note: you may provide a separate portfolio or CV in addition to this information providing you have fully answered all of the questions above.**