**Annex B - Supplier Response Document**

|  |  |
| --- | --- |
| Company name |  |
| Company registration number |  |
| Company address |  |
| Contact name and position |  |
| Contact details (email / telephone number) |  |

1. **Insurance (Pass/Fail)**

|  |  |
| --- | --- |
| We’ve provided a copy of our certificate to evidence public liability insurance cover of at least £10M or have provided a statement of commitment to obtain | Yes / No |
| We’ve provided a copy of our certificate to evidence employer’s liability insurance cover of at least £10M or have provided a statement of commitment to obtain | Yes / No |
| We’ve provided a copy of our certificate to evidence professional indemnity insurance cover of at least £2M or have provided a statement of commitment to obtain | Yes / No |

1. **Financial Response**

**Pricing - Please fill in the Cost Response Proforma (Appendix C) and draw figures into this table as required.**

|  |  |
| --- | --- |
|  |  |
| 7. Proposed Total PCSA Fee  | *(Insert figure from Appendix C)* |
|  |  |
| 8. Preliminaries, Overheads and Profit Percentages |  |
| Preliminaries | *(Insert figure from Appendix C)* |
| Overheads | *(Insert figure from Appendix C)* |
| Profit  | *(Insert figure from Appendix C)* |

Please indicate in any assumptions made to build your fee proposal and any exclusions:

|  |
| --- |
| *(use this space to type your answer)* |

**Financial Standing**

|  |  |
| --- | --- |
| Credit Check – Bidders with abnormally low credit scores will not proceed | Pass / Fail |

|  |  |
| --- | --- |
| Please provide the reported company accounts for the last three full financial years. (as a standalone document) | Pass / Fail |

1. **Qualitative Questions**

**Technical Ability**

1. Please provide methodology of how you would manage Stage 1(the Pre-Construction Services Agreement) in order to complete the detail design, discharge the planning conditions, undertake further surveys and prepare the necessary contractual documentation. (Page Limit: 2 A4)

|  |
| --- |
| *(use this space to type your answer)* |

1. Provide three examples of similar recent education projects (with last 5 years) to that demonstrate your ability to meet the requirements as set out in the service specification. (Page Limit: 3 A4)

|  |  |
| --- | --- |
| Project Name |  |
| Location |  |
| Client |  |
| Client Contact |  |
| Completion Date |  |
| Budget |  |
| Year Completed |  |
| Relevance to the Client project |  |

|  |  |
| --- | --- |
| Project Name |  |
| Location |  |
| Client |  |
| Client Contact |  |
| Completion Date |  |
| Budget |  |
| Year Completed |  |
| Relevance to the Client project |  |

|  |  |
| --- | --- |
| Project Name |  |
| Location |  |
| Client |  |
| Client Contact |  |
| Completion Date |  |
| Budget |  |
| Year Completed |  |
| Relevance to the Client project |  |

1. Please provide methodology of how you would manage the works and construct the building on a live Academy site. (Page Limit: 2 A4)

|  |
| --- |
| *(use this space to type your answer)* |

**Programme**

1. Please provide an indicative programme (gnat chart) which indicates how Stage 1 and Stage 2 will be managed. (No Limit)

**Staff**

1. Please provide details of the staff and proposed design team who will delivering the project.

(You should include CV’s of key staff proposed for this project). (Page Limit: 2 A4 excluding CVs)

|  |
| --- |
| *(use this space to type your answer)* |

**Health & Safety**

1. Please describe your Health & Safety procedures and how you would ensure that all staff and customers would remain safe during both the design and construction phases.

Please ensure your response considers the responsibilities of the Principle Designer, CDM requirements.

|  |
| --- |
| *(use this space to type your answer)* |

**Form of Contract**

|  |  |
| --- | --- |
| We confirm a willingness to enter into a Pre-Construction Services Agreement for Stage 1 | Yes / No |
| We confirm a willingness to contract under JCT Intermediate Contract 2024 for Stage 2. | Yes / No |

**References**

Complete the below table to provide a minimum of 2 references that we may contact:

|  |  |
| --- | --- |
| Organisation |  |
| Contact Name |  |
| Contact Position in the organisation |  |
| Contact Details (email / telephone) |  |
| Project carried out for the organisation |  |
| Year |  |

|  |  |
| --- | --- |
| Organisation |  |
| Contact Name |  |
| Contact Position in the organisation |  |
| Contact Details (email / telephone) |  |
| Project carried out for the organisation |  |
| Year |  |