# Section 4: Schedules for completion

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| **Schedule 1: Organisation information (for information only)** | | | |
| Name of the organisation (This should be the name of the legal entity we would be contracting with should the contract be awarded): | | | |
| Business/Trading Name if different from above: | | | |
| Address of the organisation :  Company Website Address: | | | |
| Company Registration Number: | | | |
| Authorised Officer (This should be the name of the company representative who is authorised to sign the contract):  Email address:    Telephone Number: | | | |
| Is your organisation: | | |  |
| A Public Limited Company | | |  |
| A Limited Company | | |  |
| A Partnership | | |  |
| A Sole Trader | | |  |
| Voluntary/Community Association (Third Sector) | | |  |
| SME | | |  |
| A Consortium – If so please give details below | | |  |
| Other – Please Specify | | |  |
| **Consortia**  Please note that bids will be accepted from consortia that are in the process of forming. However the consortium will need to be fully legally formed when the contract commences.  You should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided.  KMBC recognises that arrangements in relation to consortia may (within limits) be subject to future change. You should therefore respond in the light of the arrangements as currently envisaged. You are reminded that any future proposed change in relation to consortia must be notified to KMBC. | | | |
| Please give details of the consortium. Please state the names and addresses of all organisations that are part of the consortium. | | | |
| Please give details of when the consortium was legally formed. | | | |
| If the consortium is not yet a legal entity please give an approximate date of when this will happen. | | | |
| General Insurance Information | It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | | |
| **Insurance Type** | **Level Required** | **Level Currently Held** | |
| Public Liability insurance in the sum of | £5 million |  | |
| Employers Liability Insurance in the sum of | £5 million |  | |
| Professional Indemnity Insurance in the sum of | £1 million |  | |
| If you don’t currently hold the levels stated above, can you please confirm that you will hold them by the time the contract commences | | Yes/No | |

**Schedule 2 – Proposed methodology** (section weighting 70%)

Bidders must provide a full and detailed response to the following questions in this schedule. If your response is to include any supplementary information you must clearly cross reference. The response provided to these questions will form part of the evaluation. This list is not exhaustive and those submitting responses to this quotation should include any additional information they feel is relevant.

**Question 1a: Weighting 25%**

1. Please supply your CV and the CV of any other people you plan to involve in the project. **CV’s must include previous experience of similar projects.** It should also include evidence and experience of delivering quality, public art works in outdoor settings. **(15%)**

**Your response should include a maximum of 10 images.**

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| Answer: |
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**Question 1b: Evidence of Experience – Weighting 10% (5% per case study)**

1. Please provide two references from Public art projects (most recent).

The value of the case studies must be of similar scale

Written references and comments from the client named in the case studies or client satisfaction surveys (or equivalent) should be provided with your response.

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| **Question 1b: Case Study 1 – Maximum 500 words** | |
| Name of customer organisation |  |
| Point of contact in customer organisation |  |
| Position in the organisation |  |
| E-mail address |  |
| Contract start date |  |
| Contract completion date |  |
| Estimated Contract Value |  |
| **Case study details:** | |
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| **Question 1b: Case Study 2** | |
| Name of customer organisation |  |
| Point of contact in customer organisation |  |
| Position in the organisation |  |
| E-mail address |  |
| Contract start date |  |
| Contract completion date |  |
| Estimated Contract Value |  |
| **Case study details:** | |
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**Question 2: Weighting 25%**

Please describe your proposed methodology for delivering this role including the following areas:

* Risk management
* Dealing with any technical issues
* Managing the budget

These three areas should address all areas of the work inclusive of design, fabrication, and installation.

**Your response should be a maximum of 1000 words.**

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| Answer: |
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**Question 3: Weighting 20%**

Please explain how you will ensure you will deliver a quality design that is robust and achieves the outcomes set out in section 1 of the ‘Executive Summary’

**Your response should be a maximum of 750 words.**

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| Answer: |
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**Schedule 3 – Pricing schedule** (section weighting 30%)

Please complete the document titled “Section 4b Pricing schedule RFQ”

The pricing schedule must be completed. Any pricing schedule that is returned and not completed will result in the tender submission not being evaluated.