

HERITAGE ACTION ZONE

**GOSPORT BOROUGH COUNCIL**

**ITQ RESPONSE DOCUMENT**

**Gosport Lines, Conservation Area Appraisal and Management Plan**

1. **SUPPLIER INFORMATION**

Please answer the following questions in full.

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| 1.1 | Full name of the Respondent organisation submitting the Quote | |
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| 1.2 | Registered office address (if applicable) | |
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| 1.3 | Registered website address (if applicable) | |
|  | |
| 1.4 | Trading status | |
|  | |
| 1.5 | Company registration number (if applicable) |  |
| 1.6 | Registered VAT number (if applicable) |  |

1. **MANDATORY REQUIREMENTS**

**This must be completed by the Respondent. Failure to complete this will disqualify any Respondent from the evaluation process and any submission will be struck out.**

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| **Ref** | **Requirement** | **Please confirm compliance and insert (x) into appropriate box** | |
| MR1 | The Respondent confirms that they accept Gosport Borough Council’s Standard Terms & Conditions | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR2 | The Respondent confirms acceptance of the Service Scope and Specification as set out in Section 3 of the ITQ | YES  (PASS) |  |
| NO  (FAIL) |  |
| MR3 | The Respondent confirms that they will maintain the insurance cover specified in Section 4 of the ITQ | YES  (PASS) |  |
| NO  (FAIL) |  |

1. **RESPONSE TO SPECIFICATION**

Explain the process and equipment that will be used to meet the requirements specified in Section **3** of the ITQ document.

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| 1a | **Structure and experience of project team** – please identify the structure of your project team, the roles and responsibilities of individual members the professional experience they bring to the project. | **Weighting**  **5%** |
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| 1b | **Timetable and key milestones for project delivery** – please set out your timetable and key milestones for project delivery. | **Weighting**  **10%** |
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| **1c** | **Overall approach to delivering the specification** – tell us how you will deliver the various component parts of the project including undertaking interviews, portraits, theme editing and website build and maintenance. | **Weighting**  **40%** |
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| **1d** | **Method for carrying out communications** – please provide details of your approach to communicating with stakeholders and audiences. | **Weighting**  **10%** |
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| **1e** | **Arrangements for managing working** **relationships** – please provide details of your approach to managing client and stakeholder engagement. | **Weighting**  **5%** |
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| **1f** | **Method for monitoring of performance and quality assurance** – please provide details of how you propose to manage and monitor performance and quality throughout the project. | **Weighting**  **5%** |
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**4 COSTS**

Please provide a schedule of costs itemised by work item with all prices stated in pounds sterling and exclusive of VAT.

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| **2a** | **Schedule of itemised costs including the sum of your total costs.** | **Weighting**  **25%** |
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