Instructions are in green text. Remove when done.

Type answers/ information required over text in red.

Tenderers must type their responses over text in orange.

Guidance for Use: Professional Services Request for Quote

(RFQ) Template

This template is to be used for the procurement of Professional Services (e.g. design services) with a (fee) value of under $100,000 by:

* direct source (obtain one quote)
* closed tender (seek three or more quotes).

The template is for use with the Ministry of Education Short Form Agreement for Consultant Engagement (SFA) (up to $49,999) or Conditions of Contract for Consultancy Services (CCCS) (over $50,000).

In this template, the buyer (the Ministry or School Board) is referred to as “the Principal” which is the legal entity that enters into a contract (not to be confused with the “school principal”).

Suppliers that have submitted a quote or may submit a quote are referred to as “Tenderers”.

When identifying the name of the school in the Procurement title, follow this with (the School). The specified school may then be referred to as “the School” throughout the RFQ.

**Content in the RFQ must be consistent with the relevant approved Procurement Plan.**

Prior to publication:

1. delete all unused optional content
2. ensure all instructional texts have been removed, including this guidance for use page
3. update the Contents table:
   1. right click on contents table
   2. select “Update table”
   3. select “Update entire table”
   4. click “OK”
4. save a separate Word document version of Section 4: Form of Quote
5. save the whole RFQ document (including Section 4: Form of Quote) as a PDF document (file name: [Procurement Title] [Name of School] (the School) – [Project Title] – [Nature of Professional Services] RFQ)

NOTE: Delete this page and all instructional texts throughout the document before submitting this document for endorsement/ approval/ publication.

Professional Services

Request for Quote

# SECTION 1: Key Information

## Context

1. This Request for Quote (RFQ) is an invitation to submit a quote for [Procurement Title] [Name of the School] (the School) – [Project Title] – [Nature of Professional Services] (the Services).
2. This RFQ is a closed tender process and is subject to the RFx Process Terms and Conditions at: [School Property Procurement RFx Process Terms and Conditions (Conditions of Tendering) 2020-3](https://www.education.govt.nz/suppliers-and-providers/procurement/procurement-goods-and-services/opportunities-construction-suppliers#terms-and-conditions-1) or [www.education.govt.nz](http://www.education.govt.nz), search: ‘School property procurement templates and guides’.

## Procurement Timeline

The timeline (NZ time) for this RFQ is:

|  |  |
| --- | --- |
| RFQ timeline event | Date |
| RFQ released: | [time/date] |
| Deadline for submitting Quote: | [time/date] |
| Tenderers advised of outcome (indicative): | [date] |
| Contract start date (indicative): | [date] |

## Point of Contact

All enquiries must be directed to the Point of Contact for this RFQ:

Name: [Procurement Officer name]

Role: Procurement Officer

Email address: [Procurement Officer’s email address]

## Submitting your Quote

1. Your Quote must:
   1. be submitted by the Deadline for Quotes (Section 1.2) to the Point of Contact’s email address (Section 1.3)
   2. include all the information requested in and be in the format set out in the Quote Response Form (Section 2)
   3. remain open for acceptance by the Principal for [xx (no less than one)] calendar month[s] from the Deadline for Quotes
   4. include the Tenderer Declaration signed by the person authorised to represent the Tenderer for this RFQ.
2. Documents attached to this RFQ and which form part of this RFQ are:
   * + 1. RFQ (pdf)
       2. Form of Quote (Word document)
       3. Proposed Contract
       4. The Property Brief
       5. [Other information (specify)][E.g., resource consent information, topographical surveys, soil investigation reports, building survey reports, existing information related to utilities, asbestos survey records, information on known health and safety risks]
3. The order of priority of Tender Documents is stipulated in the Contract.

## Background

1. [Describe the Project (of which this procurement is a part) in sufficient detail to provide a context for understanding the Scope of Works] The Project background is:
2. [General description of the Project]
3. [Outcome sought]
4. [History]
5. [Project completion date]
6. Project roles are:
   * + - 1. Project Manager: [name]
         2. Quantity Surveyor: [name]
         3. Lead Designer: [name]
         4. [Other (specify)]: [name].
     1. The Property Brief (attached) sets out the specific requirements for the project, including:

* [High level information
* Project scope
* Roles and responsibilities
* Project programme
* Project handover documentation required
* Compliance documents
* Project information
* Roll projections
* Project budget].

## The Requirement

The Principal is seeking [Nature of Professional Services] for [nature of the Project] at [Name of the School] (the Services) which will be involving (Adapt the following to suit the specifics of the requirement):

* + - 1. [General/overall Services and deliverables:
* client relationship and stakeholder management
* design related risk identification and management
* assisting with financial management of the project
* provision of the following consultancy/sub-consultancy services:
* architectural design
* landscape design
* engineering services
* resource management planning
  + - 1. Master Planning stage services and deliverables:
* analysis of no less than [xx] options
* recommendation of a preferred option with supporting rationale
* development and approval of a Master Plan document
  + - 1. Concept/preliminary design stage services and deliverables:
* contribution to development and approval of the Project Plan
* development and approval of a Preliminary Design report
  + - 1. Developed design stage services and deliverables:
* development and approval of Developed Design documentation
  + - 1. Detailed design stage services and deliverables:
* development and approval of Detailed Design documentation
  + - 1. Works procurement stage services and deliverables:
* contribute to the development and approval of procurement documentation and the Works Contract
* assistance with evaluation and selection of a preferred Works contractor
* Works Contract tag analysis
* Works contract negotiation]]
  + - 1. Works observation stage services and deliverables:
* design supervision for the construction works
* advise on Works contract variation requests
* consenting and certification: responsible for development and approval of documentation required for planning and building consents and certifications
* assisting with project close-out]]
  + 1. Timeframes are:
       1. [deliverable/stage/event] ([indicative/preferred/required]): [date]
       2. [deliverable/stage/event] ([indicative/preferred/required]): [date].
    2. The Services must be provided in compliance with [Design Standards for School Property](https://www.education.govt.nz/education-professionals/schools-year-0-13/property/designing-schools-aotearoa-new-zealand-standards#paragraph-7590)
    3. Design objectives are:
       1. Functionality
       2. Efficiency in regard to:
* form
* construction
* operation
* maintenance
  + - 1. Durability
      2. Value for money over whole of life
    1. The Supplier (including Supplier’s and subcontractors’ personnel) must comply with all legislative, Ministry and Contractor’s health and safety requirements.
    2. Supplier’s personnel (including those of all subcontractors) who are likely to have unsupervised (not chaperoned by a school staff member or parent) access to students at the School during normal school hours must be Police vetted (a review by the School Board of a person’s criminal conviction and other relevant information held by the New Zealand Police Vetting Service). An adverse police vet may result in the vetted person being refused access to the School.
    3. [Include if the design is to include ICT cabling / network design]Design of ICT network cabling and wireless integration must be in comply with the standards at: [ICT Cabling Infrastructure policy and standards for schools](https://www.education.govt.nz/suppliers-and-providers/infrastructure-and-property/school-projects/information-and-communications-technology-contractor-standards-and-processes#standards-for-school-networks-1).
    4. The Supplier will be required to maintain insurances as detailed in the Contract:
       1. Public Liability insurance of no less than $5 million per occurrence [CCCS (over $50,000)]
       2. Professional Indemnity insurance of no less than five times the fee with a maximum of $2 million [CCCS (over $50,000)] which must be maintained for a minimum of six years after completion of the services.

## Capability

* + 1. The Consultant must have sufficient capability to satisfactorily deliver the Services as evidenced by:
       1. relevant, recent experience (delivering Services of a similar nature in a comparable setting)
       2. a good track record (supported by confirmation from referees and any other information the Principal may have or obtain).
    2. [Option 1] The Tender must nominate specific individuals (Key Personnel) for the following key roles:
       1. [e.g. Lead Designer]
       2. [other]

[Option 2] The Tenderer must propose key roles for delivery of the Services and nominate specific individuals (Key Personnel) for each key role.

* + 1. Key Personnel must have sufficient capability to enable the Consultant to satisfactorily deliver the Services as evidenced by the Key Personnel having:
       1. relevant, recent experience
       2. a good track record (supported by confirmation from referees and any other information the Principal may obtain or have in its possession)
       3. [Optional]The following qualification/certification/accreditation/professional membership:
  + [Specify the key role, the qualification/certification/accreditation/professional membership and whether it is required or preferred].

## Capacity

The Consultant must have sufficient capacity to satisfactorily deliver the Services by the Due Date for Completion as evidenced by:

1. sufficiency and availability of organisational resources
2. sufficiency and availability of Key Personnel
3. [Optional]contingency: adequacy of the back-up resources (including for Key Personnel).

## The Contract

1. The Consultant will be engaged through a Short Form Agreement for Consultant Engagement (SFA) or Conditions of Contract for Consultancy Services (CCCS) (the Contract). A draft Contract is at Appendix 1.
2. The terms, conditions and requirements of the Contract apply for this procurement.
3. No Contract Tags will be accepted.

## Price

* + 1. The following pricing related information is required from Tenderers:
       1. Key Roles(s) (as per paragraph 1.7)
       2. Key Personnel (nominated for each Key Role) and their seniority, either:
* Lead: more than [XX e.g. 10] years experience[, minimum qualification]
* Senior: [XX e.g. 5-10] years experience[, minimum qualification]
* Intermediate: [XX e.g. 2-5] years experience[, minimum qualification]
* Junior/graduate: less than [XX e.g. 2] years experience[, minimum qualification].
  + - 1. Proposed number of hours allocated to each stages for delivery of the Services (for each Key Role)
      2. Hourly rate ($/hr) (for each Key Role)
      3. The sub-total price for each of the following stages for delivery of the Services:
* [master planning]
* [concept/preliminary design]
* [developed design]
* [detailed design]
* [construction procurement]
* [construction observation]
  + - 1. The quoted Total Price.
    1. The quoted Price must:

1. include a breakdown of all costs, fees, expenses and charges associated with the satisfactory delivery of the Services
2. clearly state the total Contract Price in NZ$ exclusive of GST
3. specify all rates (either hourly or daily or both as required) where the Price, or part thereof, is based on fee rates
4. take into account all risks, contingencies and other circumstances relating to the satisfactory delivery of the Services including adequate provision in the Price to manage such risks and contingencies
5. be submitted on the basis that no proposed Tags will be accepted
6. include reference to all assumptions and qualifications made about the satisfactory delivery of the Services, including in the financial Pricing information. Any assumption that the Principal or a third party will incur cost related to the delivery of the Services must be stated, and the cost estimated if possible
   * 1. The Principal is under no obligation to check Tenderers’ pricing for errors or omissions.

## Evaluation

1. Quotes will be evaluated using a Conformance and Value evaluation method:

| **Step** | **Description** |
| --- | --- |
| 1 | Review for conformance with tender process terms and conditions and due diligence. Quotes that are determined not to conform with process terms and conditions or meet due diligence requirements may be excluded from further evaluation and/or selection. |
| 2 | Evaluation as “Pass/Fail” for each of the following non-price criteria:   * + Required Solution: comprehensiveness, deliverability and robustness of programme, method, approach, systems and processes, understanding of the requirement   + Capability: skills and expertise of the Tenderer (organisational), Key Personnel and key Trades as evidence by qualifications, recent relevant experience and track record   + Capacity: sufficiency of resources, availability and contingency of Tenderer (organisational), Key Personnel and Key Trades.   Where a quote is evaluated as “Pass” for all non-price criteria, any additional benefit or reduction of risk will be noted.  A quote evaluated as “Fail” for one or more non-price criteria may be excluded from further evaluation and selection. |
| 3 | Price analysis to:   * + calculate a single comparable Adjusted Price per Quote   + determine whether Quote Prices represent reasonable value for money based on comparison with prices for recent, comparable engagements and/or evaluators’ experience of reasonable market expectations.   A quote may be excluded from further evaluation and/or selection if the Principal is not satisfied that the Price is adequate to meet obligations of the Contract, does not represent good value for money or is not within the Principal’s budget |
| 4 | Selection of a preferred quote being the quote evaluated as representing best value based on:   * + conformance with non-price criteria   + provision of additional benefit and/or reduction of risk   + Price   + the Principal’s desire to maintain/develop market capability and competition   + due diligence. |

1. Due diligence may be undertaken on one or more Quote/Tenderer at any time before, during or after evaluation and the results may be taken into account in the evaluation/selection process. Due diligence may include:
   1. reference checks
   2. clarifications, interviews, and/or presentations
   3. Police vetting of personnel
   4. checks to determine the accuracy/completeness/validity of Quotes (including price)
   5. Companies Office search
   6. review of Tenderers’ financial viability
   7. review of Tenderers’ business practices and other probity issues
   8. review of Tenderers’ disputes with the Ministry and/or other parties
   9. review of Tenderers’ ownership/structure
   10. review of Tenderers’ director status
   11. review of Tenderers’ conduct in relation to the [Supplier Code of Conduct](https://www.procurement.govt.nz/assets/procurement-property/documents/supplier-code-of-conduct.pdf).

# SECTION 2: Quote Response Form

**[AMEND THE FORM OF QUOTE RESPONSE FORM TO SUIT THE PROCUREMENT]**

[Procurement Title] [Name of the School] (the School) – [Project Title] – [Nature of Professional Services] (the Services).

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Tenderer Name** | | | |
| Tenderer name | | | [Tenderer’s trading name] |
| NZ Business Number | | | [NZBN] (<https://www.nzbn.govt.nz/>) |
| Company number | | | [Company number] (<https://companies-register.companiesoffice.govt.nz/>) |
| 1. **Tenderer’s Contact Person** | | | |
| Contact Person | | | [Full name of person authorised to represent the Tenderer] |
| Title/position | | | [Title/position of person authorised to represent the Tenderer] |
| Telephone number | | | [Area code - number] |
| Mobile number | | | [Prefix - number] |
| Email address | | | [Email address] |
| 1. **Tenderer’s Authorised Contract Signatory** | | |
| Full name of the person authorised to sign the Contract on behalf of the Tenderer | [Full name of the person authorised to sign the Contract on behalf of the Tenderer] | |
| Title/position | [Title/position of the person authorised to sign the Contract on behalf of the Tenderer] | |
| Email address (must include person’s name and Tenderer name) | [Email address that includes the person’s name and Tenderer name:   * john.doe@acmeconstruction.co.nz is acceptable * john.doe@gmail.com is unacceptable * admin@acmeconstruction.co.nz is unacceptable] | |

|  |
| --- |
| 1. Proposed Solution |
| 1. Describe your (the Tenderer’s) proposed method/approach for satisfactorily delivering the Services including the following: 2. your proposed programme (key tasks, sequencing, phasing, staging, milestones and key dependencies) 3. expected turnaround times 4. expected turnaround times 5. responsiveness to ad hoc requirements |
| [Answer]   * [master planning] * [concept/preliminary design] * [developed design] * [detailed design] * [Works procurement] * [Works observation] |
| 1. Describe your systems and processes to be used in delivering the Services including:  * client consultant and client relationship management * design development * workflow and staging * quality assurance * variation/amendment administration * key contact points, accountabilities, issue resolution/escalation process. |
| [Answer] |
| 1. **Capability (skills and expertise)** |
| 1. Provide an overview of your organisational capability (skills and expertise) including: 2. a brief history of your organisation including number of years of operating in the relevant market/region 3. professional memberships/accreditations 4. your organisation’s overall experience delivering Services of a similar nature and in a comparable setting (institutional) to the Requirement and in the relevant market/region 5. [Optional] two recent examples of the delivery of delivering Services of a similar nature in a comparable setting: 6. a brief description of the project 7. your organisation’s specific involvement 8. customer name 9. date 10. location |
| [Answer] |
| 1. Nominate specific personnel (Key Personnel) for each of the Key Roles listed in Section 1.7 and provide the following information for each: 2. full name 3. key role 4. relevant qualifications/certifications/accreditations/membership of relevant professional bodies/associations 5. a brief overview of recent employment history 6. a brief overview of recent, comparable engagements that the nominated person has acted in the key role. |
| [List the key roles as listed in Section 1.7]   * + - * [Key Role] [Name]   [Employment History and experience]  [Description of engagements acting in Key Role] |
| 1. **Capacity (Resources, availability and contingency)** |
| 1. Describe how you will ensure that sufficient suitable resources (personnel (including subcontractors) will be available for the satisfactory delivery of the Services by the Due Date for Completion including: 2. what resources will be assigned to carry out the Services (numbers and whether employees or subcontractors) 3. local presence of the resources 4. potential resource constraints or circumstances that may affect capacity (e.g. other engagements) 5. any other capacity related risks and how you intended to manage them 6. back-up resource (contingency) planning. |
| [Answer] |
| 1. Confirm the intended level of commitment and availability of Key Personnel. |
| [List the Key Roles as listed in Section 1.7]   * [Key Role] * [intended level of commitment in terms of hours per week (40 hours = full time)] * [current and future availability (including outlining other commitments] * [availability risks and how you intend to manage these] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Price** | | | | |
| As per paragraph 1.10, provide your quoted Price for the full delivery of the Services. | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Key Role | Seniority (as per para 1.7) | | Names person | Hours allocated | Hourly Rate ($/hr) | | [specify] [OR] [specify] | [specify] [OR] [specify] | | [specify] | * [xx] Master planning * [xx] Concept/preliminary design * [xx] Developed design * [xx] Detailed design * [xx] Works procurement * [xx] Construction observation * [xx] TOTAL | [xx] | | [specify] [OR] [specify] | [specify] [OR] [specify] | | [specify] | * [xx] Master planning * [xx] Concept/preliminary design * [xx] Developed design * [xx] Detailed design * [xx] Works procurement * [xx] Construction observation * [xx] TOTAL | [xx] | | [specify] [OR] [specify] | [specify] [OR] [specify] | | [specify] | * [xx] Master planning * [xx] Concept/preliminary design * [xx] Developed design * [xx] Detailed design * [xx] Works procurement * [xx] Construction observation * [xx] TOTAL | [xx] | | **Price** | | **Phase/Item** | | | | | [$xx] | | [Master planning] sub-total | | | | | [$xx] | | [Concept/preliminary design] sub total | | | | | [$xx] | | [Developed design] sub total | | | | | [$xx] | | [Detailed design] sub total | | | | | [$xx] | | [Construction procurement] sub-total | | | | | [$xx] | | [Construction observation] sub-total | | | | | [$xx] | | Other [specify] | | | | | **[$xx]** | | **PROPOSED TOTAL PRICE** | | | | | | | | |
| 1. **Assumptions** | | | | |
| Confirm that your Quote is not based on any assumptions. If not confirmed, provide the following detail for each assumption:   1. Tender document reference 2. a full description of the assumption 3. non-price impact/implications of the assumption 4. price impact/implications of the assumption | | | | |
| [Confirmed / Not Confirmed: detail each assumption] | | | | |
| 1. **Referees**   **Provide the details of two referees from recent clients for whom you have delivered comparable Services. You must ensure that referees have agreed to be referees and are aware that they may be contacted by the Principal. By providing these contact details you authorise the Principal contacting these referees, collecting information about the Tenderer and using such information for the evaluation (including due diligence) of your Quote. You also agree that information provided by referees will be confidential to the Principal. You may not use a Ministry employee as a referee.** | | | | |
| 2.10.1 Referee One | | | | |
| Organisation name | | [Organisation name] | | |
| Contact name: | | [Contact name] | | |
| Telephone | | [Contact telephone number] | | |
| Email | | [email address] | | |
| 2.10.2 Referee Two | | | | |
| Organisation name | | [Organisation name] | | |
| Contact name: | | [Contact name] | | |
| Telephone | | [Contact telephone number] | | |
| Email | | [email address] | | |
| 1. **Police vetting** | | | | |
| Confirm that all personnel (including all sub-contractors) if identified as being likely to have unsupervised access to students at the school during normal school hours, agree to be Police vetted (If unable to confirm, provide an explanation).  Note: A Police vet is a review by the School of a person’s criminal conviction and other relevant information held by the New Zealand Police Vetting Service. | | | | |
| [Confirmed / Not Confirmed: [Explanation]] | | | | |
| 1. **Insurance** | | | | |
| 2.12.1 Confirm that for the Services, you agree to:   1. maintain Public Liability insurance of no less than $5,000,000 per occurrence. If unable to confirm, provide an explanation. If unable to confirm, provide an explanation. 2. maintain Professional Indemnity insurance of no less than five times the fee with a maximum of $2 million which will be maintained for a minimum of six years after completion of the Services. | | | | |
| [Confirmed / Not Confirmed: [Explanation]] | | | | |
| 1. **Due Diligence**   **The Principal may undertake checks to assess the risk of entering into a Contract with a Tenderer. A Quote may be excluded from further evaluation or selection as preferred if the Principal determines that entering into a Contract with a Tenderer represents a significant risk to the Principal.** | | | | |
| 2.12.1 Confirm that there are no events, matters or circumstances, actual, contemplated or threatened, that have or may represent a risk to the Principal or affect your ability to satisfactorily deliver the Contract Works including (but not limited to):   1. actions of insolvency proceedings, bankruptcy, administration (voluntary or otherwise), statutory management, compulsory winding up, receivership or similar 2. legal proceedings, investigation or the threat of investigation by any regulatory or investigative authority such as the Commerce Commission, Serious Fraud Office or the Financial Markets Authority 3. structural/ownership changes (e.g. merger, sale, restructure) 4. disputes (e.g. union dispute, legal dispute, court action) 5. being declared a threat to national security or the confidentiality of sensitive government information 6. being designated as a terrorist by New Zealand Police.   If unable to confirm, provide an explanation. | | | | |
| [Confirmed / Not Confirmed: explanation)] | | | | |
| 2.12.2 Confirm that your organisation is not a “phoenix” organisation or similar (an organisation which has an association with (e.g. common directors/shareholders) or that is used to take on the business of a failed organisation or an organisation considered to have a poor reputation). If unable to confirm, provide an explanation including the name of the organisation from which your organisation is a phoenix organisation. | | | | |
| [Confirmed / Not Confirmed: [Explanation]] | | | | |
| 2.12.3 Confirm that no director, principal of the Tenderer or Key Personnel:   1. is the subject of any legal proceedings, investigation or the threat of investigation by any regulatory or investigative authority such as the Commerce Commission, Serious Fraud Office or the Financial Markets Authority 2. has been convicted of a criminal offence related to business or professional conduct 3. has been declared to be bankrupt, in receivership or liquidation 4. has made a false declaration 5. has had a serious performance issue in relation to previous service provision 6. has been convicted of professional misconduct or any serious crime or offence (or has any pending) 7. has performed an act or omission which has adversely reflected on the commercial integrity of your organisation 8. has failed to pay taxes, duties or other levies 9. has been declared a threat to national security or the confidentiality of sensitive government information 10. is a person or organisation designated as a terrorist by New Zealand Police.   If unable to confirm, provide an explanation. | | | | |
| [Confirmed / Not Confirmed: explanation)] | | | | |
| 2.12.4 Confirm that your conduct aligns with the Government’s expectations as set out in the [**Supplier Code of Conduct**](https://www.procurement.govt.nz/assets/procurement-property/documents/supplier-code-of-conduct.pdf). If unable to confirm, provide an explanation. | | | | |
| [Confirmed / Not Confirmed: explanation)] | | | | |
| 1. **Conflicts of Interest** | | | | |
| Confirm that you are not aware of any:   1. circumstance that may represent an actual, potential or perceived Conflict of Interest between your interests and/or those of your Key Personnel and/or sub-contractors and the duties/responsibilities in delivering the Contract Works 2. Principal’s personnel having any interest in, or association with you and/or your sub-contractors that may give rise to any perceived, potential or actual Conflicts of Interest.   If unable to confirm, provide an explanation. | | | | |
| 1. [Confirmed / Not Confirmed: [Explanation]] 2. [Confirmed / Not Confirmed: [Explanation]] | | | | |
| 1. **Tenderer’s Declaration** | | | | |
| DECLARATION  I declare that in submitting the Quote and this declaration:   * + 1. the information provided is true, accurate and complete and not misleading in any material respect     2. the Quote does not contain Intellectual Property that will breach a third party’s rights     3. I have secured all appropriate authorisations to submit this Quote, to make the statements and to provide the information in the Quote and I am not aware of any impediments to entering into a Contract to deliver the Contract Works     4. I understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Quote may result in the Quote being eliminated from further participation in the procurement process and may be grounds for termination of any Contract awarded as a result of the procurement.   By signing this declaration the signatory below confirms that he/she has been authorised by the Tenderer to make this declaration on its behalf. | | | | |
| Signature: | [Signature of the person authorised to represent the Tenderer] | | |  |
| Full name: | [Full name of the person authorised to represent the Tenderer] | | |  |
| Title/position: | [Title/position of the person authorised to represent the Tenderer] | | |  |
| Tenderer’s name: | [Tenderer’s trading name] | | |  |
| Date: | [Date] | | |  |
|  | | | | |
| **Tenderer’s Checklist** | | | **ü** | |
| All sections of the Quote Response Form have been completed. | | |  | |
| The Tenderer’s Declaration has been completed and signed by the person authorised to represent the Tenderer | | |  | |
| The following documents are being submitted by the Tenderer:   * Quote Response Form (completed) * Draft or example SSSP * Evidence of health and safety accreditation * CVs for Key Personnel * Price Schedule (completed) * [List attachments]. | | |  | |

APPENDIX 1: Draft Contract

[Procurement Title] [Name of the School] (the School) – [Project Title] – [Nature of Professional Services] (the Services).

Request for Quotes

The Draft Contract is included in the file attachments with this Request for Quotes.

[Ensure that the draft Contract is included in the file attachments to the RFQ]