



Annex C - Form of Tender Response

Tenderers submitting a quotation are required to provide their quotation and supporting information in a format which clearly details:

Programme

Provide a quotation for the preparation of a heritage assessment to support the preparation of the Torpoint Neighbourhood Development Plan in line with the programme detailed in Annex A Scope of Works. Please advise availability to commence proposed works.

Total Price

Provide complete pricing for all works.

Risks, Assumptions, Issues and Dependencies

Provide details of any risks, assumptions, issues that are relied on in the formulation of your Tender Response. Please detail any Torpoint Town Council dependencies.

Specific Exclusions

Provide details of any specific exclusions which are not included within the programme or price.

Supporting Information

Please provide the Quality Assurance Certification / Trade Body Certification you hold, both now and expect to hold at contract award.

Submitted to:

Please forward tender response **via email**, addressed to tender@torpointtowncouncil.gov.uk, by **midday on Friday 13th August 2021** or **via post** to Town Clerk & RFO, Torpoint Town Council, 1 – 3 Buller Road, Torpoint PL11 2LD, clearly marked **Heritage Assessment**.

To: Torpoint Town Council

Quotation – preparation of a heritage assessment to support the preparation of the Torpoint Neighbourhood Development Plan, more details are in the Scope of Requirements at Annex A.

I/we

Of

Address

.....

.....

Post Code

Telephone

e-mail

Make the following offer to undertake:

- i) Review of draft NDP and provision of initial advice on headline issues and main heritage considerations;
- ii) Preparation of a Heritage Assessment in support of the NDP (please allow for one update following feedback on a draft report from the client);
- iii) Liaison with the Local Planning Authority, Heritage England and other key stakeholders as required; and
- iv) Critical review of next iteration of NDP (pre-consultation draft) to provide feedback on how heritage issues have been incorporated.

I submit a quotation of: £.....+ VAT

Signed

Date