



CULTURE CUMBRIA | INSTRUCTIONS TO TENDERERS

Tenderers should respond to this brief in the following way.

- Submission pages should be numbered and carry the name of the tenderer in the header at the top of each page.
- Documents should be submitted by email no later than 12:00 noon on the 6th September 2010. Late submissions will not be considered
- Tenderers should provide the name of their principal contact who can answer all enquiries. Together with
 - A postal address.
 - A telephone number and an email address
- Tenderers should state whether they are applying as a company or as an individual.
- Companies must provide a company registration number.
- VAT details. Tenderers must provide their VAT number if held.

Outline Proposal and Method

Tenderers should set out an outline proposal/work plan to respond to this brief together with an indication of the methods they would use to conduct the research parts of this brief. This should be limited to a statement of not more than 700 words.

Fee Proposal

Tenderers should set out the fees and charges anticipated for the project under the following headings.

- Staff time.
- Dissemination.

All costs should be broken down to facilitate analysis. The day rates of those working on the project should be declared. NB. This tender will form the basis of a lump sum contract. No variation will be allowed and it is understood that any offer made in relation to the tender will be for a fixed sum determined in advance. Clarification may be requested by Culture Cumbria after submission.

Referees

Tenderers should provide two referees. Referees should be representatives of organizations who have employed your services within the last two years. By submitting you authorise Culture Cumbria to contact your previous employers.

Relevant experience

Tenderers should set out their relevant experience in a statement of no more than 500 words.

Practice Profile/Resume

Tenderers should list their websites here and provide a CV or practice profile as an appendix to their response. This should run to no more than five pages of A4.

VAT

Tenderers should be aware that Culture Cumbria is an informally constituted voluntary organisation and that it is not VAT registered. Tenderers should quote for a lump sum to include VAT if applicable.