



# Submission Form

**Project Reference:**

Cooke's Studios,  
102 - 104 Abbey Road  
Redevelopment

**Tender Submission Deadline:**

03/02/2023 (12:00 hrs)

Email any questions and  
completed application to:  
[pippa@signalfilmmedia.co.uk](mailto:pippa@signalfilmmedia.co.uk)

All tender documents  
can be downloaded from  
[signalfilmmedia.com/about/work-with-us](https://signalfilmmedia.com/about/work-with-us)

## Tender Submission

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# Tender Submission

PLEASE NOTE: All sections must be completed.  
Please expand boxes accordingly.  
We expect admissions to be concise and relevant.

## 1. Basic Information About Your Organisation

1.1 | Name of Organisation:

1.2 | Address of Organisation:

1.3 | Name and contact details of person applying on behalf of Organisation:

<b>Name:</b>	
<b>Position / Job Title:</b>	
<b>Telephone Number:</b>	
<b>E-mail Address:</b> <i>(correspondence will be sent electronically to the e-mail addresses listed here)</i>	

1.4 | Registered address of Organisation (if different from 1.2):

1.5 | Company registration number:

1.6 | VAT registration number:

**1.7** | Status of Organisation (tick as appropriate):

Sole Trader		Partnership	
Private Limited Company		Public Limited Company	
Social Enterprise		Other (please specify)	

**1.8** | Date incorporated:

**1.9** | Is your Organisation an affiliate or subsidiary of another Organisation or holding Organisation? If yes, please provide details:

## 2. Sub-Contracting and Consortia

All Suppliers should answer question 2.1.

Where a Supplier at this stage of the process intends to sub-contract they should also answer questions 2.2 and 2.3 below.

Where a Supplier becomes aware of the intention to sub-contract at later stages in the procurement they are required to notify the Authority of this and provide the information requested below at that time.

Where a Supplier is a consortium they should indicate which members are proposing to deliver the services.

**2.1** | Please tick the box below which applies:

a) Your Organisation is bidding to provide the services required itself.	
b) Your Organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services.	
c) The Supplier is a consortium.	

2.2 If your answer to 2.1 is (b) or (c) the Supplier is required to state below which, if any, part or parts of the work they intend to sub-contract to any other party (including associate, subsidiary or Parent Organisations), whether or not customary in the trade.

Please be advised that any consortium or sub-contracting arrangements must be an established long-term partnership. Please outline the professional history of the partnership.

Where the identity of a sub-contractor is not known, the list of firms from whom the Supplier proposes to choose the sub-contractor(s) should be given.

Any proposed change or extension to the sub-contracting arrangements shown hereunder must be notified to the Authority and is subject to the Authority’s consent and any other relevant terms and conditions of contract.

Name of Sub-contractor	Requirement	How much of the requirement and what will they directly deliver (%)	Outline of the professional history of the partnership

Methodology for delivery and use of sub-contractors (if applicable)

## Previous Experience and Specialist Skills

- 2.3 | Please outline current / past work projects of a similar nature to this contract. Please supply details of 3 contracts / projects.

**20%**

- 2.4 | Please describe and provide examples of how your Organisation works collaboratively and productively with clients.

**5%**

## 3. Project Specific Information

- 3.1 | Please describe the approach you would take to develop the design, and the key milestones for this project.

**15%**

- 3.2 | Please describe your approach to devising a consultation strategy to engage stakeholders and community.

**5%**

- 3.3 | Having reviewed the information please indicate what the risks and opportunities are.

**5%**

4. Management Skills and Capacity

- 4.1

Please describe your approach and experience of project management and lead consultancy on similar projects.

10%

- 4.2

Please list below the professional qualifications, experience and, where applicable, professional memberships of staff who will be responsible for delivering work for this contract (Please attach CV's of key project team):

5%

Staff Title	Main Qualifications and Relevant Experience	Professional Memberships

5. Approaches to Sustainability

- 5.1

Is your Organisation actively working towards reducing its carbon emissions? If yes, please state what your Organisation has achieved so far and state your future plans for reducing carbon emissions.

5%

## 6. Price Schedule

This Contract shall be formed on the basis of the costs submitted in the Price List.

The Organisation requires the fully inclusive price for your Organisation based on the requirements of the specification and as outlined in the Price List. The Prices submitted shall be deemed to be the full inclusive lump sum value of the Services covered, and any costs in connection with the contract.

Suppliers are required to state the cost at which they are willing to supply the services / goods in accordance with the Specification given in these tender documents.

The pricing must show the cost for each requirement and should include all associated costs for the contract.

The sums submitted in this Price List shall be deemed to be the full inclusive value of the Service(s) covered by the Specification.

Each of the items shall be priced independently of any other items identified in the Pricing Schedule.

All monetary values shall be in Pounds Sterling (to two decimal places), excluding VAT.

Expenses and Disbursements - Expenses and disbursements shall not be payable separately under the Contract and must be allowed for within the Consultant's tendered lump sum prices.

Please complete the **PRICE LIST.xls document**. Appendix 2.

This shall be used by the Tenderer to submit prices for Services associated with the Contract.



## 7. References

Please provide details for two Referees that your Organisation has undertaken services for with reference to similar types of contracts.

Suppliers should ensure that the Referees would be willing to discuss the Supplier's performance with the Authority. The Organisation reserves the right to contact any or all of these Referees to seek clarification.

For contact purposes, please provide the details of the Referees to provide your references:

Referee 1	
Full Name of Referee	
Job Title	
Company / Authority Name	
Address	
E-mail Address	
Telephone Number	
Description of the contract carried out of a similar nature for this Referee	

Referee 2	
Full Name of Referee	
Job Title	
Company / Authority Name	
Address	
E-mail Address	
Telephone Number	
Description of the contract carried out of a similar nature for this Referee	

## 8. Insurance

It will be a condition of appointment that the successful Supplier shall agree to the below required minimum levels of insurance and indemnify the Authority against all claims arising from the commission, whether caused by negligence or otherwise, for the duration of the Contract. Confirmation of such insurance will be required from the appointed Supplier.

9.1.1 Employers' Liability Insurance - must be £10 million minimum each and every claim, unlimited in any one year:

Name of insurer	
Address	
Type of insurance	
Policy numbers	
Expiry date	
Limits of indemnity ( <i>per occurrence and aggregate</i> )	
Excess ( <i>if any</i> )	

9.1.2 If your Organisation does not currently have Employers' Liability Insurance at the required level, please confirm if your Organisation will obtain Employers Liability Insurance to the required minimum value of £10 million and also provide certification evidence to show the insurance has been purchased or increased to meet the required level prior to the Contract commencement if awarded the Contract:

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9.2.1 Public Liability Insurance - must be £5 million minimum each and every claim, unlimited in any one year:

<b>Name of insurer</b>	
<b>Address</b>	
<b>Type of insurance</b>	
<b>Policy numbers</b>	
<b>Expiry date</b>	
<b>Limits of indemnity</b> ( <i>per occurrence and aggregate</i> )	
<b>Excess</b> ( <i>if any</i> )	

9.2.2 If your Organisation does not currently have Public Liability Insurance at the required level, please confirm that your Organisation will obtain Public Liability Insurance to the required minimum value of £5 million and also provide certification evidence to show the insurance has been purchased or increased to meet the required level prior to the Contract commencement if awarded the Contract:

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9.3.1 Professional Indemnity Insurance - must be £2 million minimum each and every claim, unlimited in any one year:

<b>Name of insurer</b>	
<b>Address</b>	
<b>Type of insurance</b>	
<b>Policy numbers</b>	
<b>Expiry date</b>	
<b>Limits of indemnity</b> ( <i>per occurrence and aggregate</i> )	
<b>Excess</b> ( <i>if any</i> )	

9.3.2 If your Organisation does not currently have Professional Indemnity Insurance at the required level, please confirm that your Organisation will obtain Professional Indemnity Insurance to the required minimum value of £2 million and also provide certification evidence to show the insurance has been purchased or increased to meet the required level prior to the Contract commencement if awarded the Contract:

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## Appendix 1

### Form of Tender

To: **Signal Film and Media**

Dear Madams,

#### **Lead Architect for Cooke's Studios 102-104 Abbey Road Redevelopment**

1. I / we have read the information provided in your tender documentation / Invitation to Tender and, subject to and upon the terms and conditions contained therein, I / we offer to supply the above as described in the said tender documentation in such manner as may be required.
2. I / we accept and agree to Signal Film and Media's terms and conditions of Contract.
3. The prices quoted in this Invitation to Tender response are valid for acceptance for 90 days from the final day for submission of Invitation to Tender responses and I / we confirm that the terms of the Tender and procurement process will remain binding upon me / us and may be accepted by you at any time before that date.
4. I / we agree that the construction, validity, performance and execution of any Contract that may result from this Invitation to Tender response shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.
5. I / we agree to bear all costs incurred by me / us in connection with the preparation and submission of this Invitation to Tender response and to bear any further costs incurred by me / us prior to the award of any Contract.
6. I / we confirm that the information provided to you and forming part of my / our Invitation to Tender response is accurate to the best of my / our knowledge in all respects and that if any such information becomes untrue or misleading that I / we will notify you immediately and update such information as required or as applicable. I / we understand that false information and / or misrepresentation could result in my / our exclusion from the procurement process.
7. I / we hereby propose and undertake to deliver the Contract required to be performed in accordance with the Specification, tender documentation and this Invitation to Tender response at a cost of:

£ \_\_\_\_\_ (excluding VAT)

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print full name:** \_\_\_\_\_

**In the capacity of:** \_\_\_\_\_

(Please state official position e.g. Director, Sales Manager, etc) being a person duly authorised to sign Invitation to Tender responses on behalf of:

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Contact E-mail Address:** \_\_\_\_\_

**Contact Telephone Number:** \_\_\_\_\_

I hereby give my implicit consent to the company to process data supplied on this application form for the purpose of recruitment and selection. I accept that if I am successful, this application form and the data therein will form part of my Personnel File and I consent to the data being processed for all purposes in connection with my employment under Data Protections Regulations.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## Checklist

Please use the following Checklist to help you ensure that all requested information is enclosed with your completed Invitation to Tender submission:

### Please tick to confirm Checklist:

Have you completed all questions in all sections fully?	
Have you completed the Price List with all costs and checked all costs?	
Have you completed and signed the Form of Tender (Appendix 1)?	
Completed Monitoring Form	
Attach CVs	