# Annex A: Response to brief:

### **Part 1: Company details**

Please complete the table below with details of your company. If you are bidding as a consortium please give the details of the lead bidder.

|  |  |
| --- | --- |
| Registered Company Details: |  |
| Company Registration Number: |  |
| VAT Registration Number (if applicable): |  |
| Main Address: |  |
| Main Telephone: |  |
|  |  |
| Name of Main Contact: |  |
| Email: |  |
| Telephone: |  |

### **Part 2: Response to delivery requirements**

|  |
| --- |
| Please tell us about your organisation (max. 250 words) Please note this response won’t be marked |
|  |
| Please state what you understand the priority of this brief to be (max. 250 words) |
|  |
| Please outline the approach you propose to take to address the contract delivery requirements specified in section 3 of the brief (max.500 words) |
|  |
| Please share your experience and demonstrate you knowledge and understanding of the physical activity, sport, health and disability sectors (max. 250 words) |
|  |
| Please demonstrate evidence of similar contracts you’ve undertaken (max. 250 words) |
|  |

### **Part 3: Work packages**

## Please provide an outline of your proposed work packages and delivery times scales to carry out this contract (please use own template and attach to your response)

### **Part 4: Schedule of charges**

Please complete the table below providing a detailed breakdown of costs against each area (in bold), detailing a total and full ‘Firm Fixed Cost’ for each element of the service provision for the total contract period. You may extend the table to detail additional elements/costs if required.

VAT is chargeable on the services to be provided and this will be taken into account in the overall cost of this contract.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of Services**  **Price** | | | | | | |
| Team member | e.g. John Smith |  |  |  |  |  |
| Rate per day £ | e.g. £400 |  |  |  |  |  |
| No of days | e.g. 4 days |  |  |  |  |  |
| **Subtotal staff (£ x no of days)** | e.g. £1600 |  |  |  |  |  |
| Travel and subsistence (provide anticipated breakdown) |  |  |  |  |  |  |
| Other (Please specify) |  |  |  |  |  |  |
| **Total cost** |  |  |  |  |  |  |
| **VAT @ 20%** |  |  |  |  |  |  |
| **TOTAL FIRM CONTRACT COSTS (Including VAT)** | £ | | | | | |