**Form of Tender**

**Project:** Toynbee Hall

**Professional Service:** Digital Developer

**Name of Tenderer:**

**To: Karen Hart,** Redevelopment Project Director

 Toynbee Hall, 52 Old Castle Street, London, E1 7AJ

**Email:** karen.hart@toynbeehall.co.uk

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Appointment Brief for the following lump sum fee:

£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ plus VAT

Confirm figure in words: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ plus VAT

**1. Fee Instalments**

Please confirm fee payment due at the completion of the following project stages:

|  |  |
| --- | --- |
| **Stage and Lump Sum Fee** | **Total Fees £** |
| Digital Developer Appointment |  |
| Hosting and Support for five years |  |
| Maintenance and Software updates for five years |  |
| **Total** |  |

Note: The appointed consultant shall produce a monthly payments schedule to be agreed with the Project Executive Committee, via Project Co-ordinator, which reflects these figures (on a pro-rata adjustment).

**2.** **Resources**

| **RIBA Work Stages** | **Resources (in Resource Days)** |
| --- | --- |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Totals** |
|  |  |  |  |  |
| Digital Developer Appointment |  |  |  |  |
| Hosting and Support 5 years |  |  |  |  |
| Maintenance and Software updates 5 years |  |  |  |  |
| **Resource Sub Total** |  |  |  |  |
| **Total Resource (Resource Days)** |  |

**3. Day Rates**

|  |  |
| --- | --- |
| **Staff Category** | **Rate** |
| **£/hourly** | **£/day** |
| - Director/ Partner |  |  |
| - Senior Consultant |  |  |
| - Consultant |  |  |
| - Technician  |  |  |

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified.

All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

**4. Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges). The percentage allowed for expenses within the fee offer above is \_\_\_\_\_\_\_\_\_\_ %

1. **Offer Period**

This tender/ offer is to remain open for a period of 80 working days from the date fixed to the return of tenders.

 Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of the firm or company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Tel No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact E-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity in which signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No undertaking is given to accept the lowest or any tender.