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| --- | --- | --- | --- |
| **Contact Details** | | | |
| **Company name** |  | | |
| **Address** |  | | |
| **Named contact** |  | | |
| **Email address** |  | | |
| **Phone number** |  | | |
| **Questions for Evaluation** | | | Score Weighting |
| 1. **Financial Capability** | | | **In/ Out** |
| Please provide your company’s date of incorporation.  Please also provide your two most recent sets of accounts as part of your application. |  | | |
| 1. **Project Management and Delivery** | | | **20%** |
| Please provide details of your proposed approach to managing the development and delivery of this project, including:   * How you will work with us * Details of the team who will work on the account * Anticipated project timeline and key milestones   (Max 700 words) | | | |
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| 1. **Environmental Practices** | | | **10%** |
| Keep Northern Ireland Beautiful is committed to sustainable procurement and would wish to see tenderers adopt a positive environmental approach.  If you have a pre-existing environmental or sustainability policy, please provide a copy, If you don’t, then please describe what measures your company takes to maximise positive environmental impact. | | | |
|  | | | |
| 1. **Previous Experience** | | | **40%** |
| Please provide details of up to three case studies that demonstrate your organisation’s experience in this field.  If possible, at least one example should include brand renaming.  Please provide a project portfolio to illustrate selected case studies.  (Max 600 words excluding portfolio) | | | |
|  | | | |
| 1. **Value for Money** | | | **30%** |
| Please provide a full pricing breakdown for delivery of this project (excluding renaming). There is a maximum budget of £20,000.  Please also provide a pricing breakdown for the additional service of renaming, if added to the scope of this project. There is a maximum budget of £5,000.  Budgets will be assessed on the basis of value for money, not lowest cost.  **If you are unable to deliver the full specification for available budget(s), please indicate the services you are able to provide within available budget(s).** | | | |
| **Conflicts of Interest** | | | |
| Please identify any conflicts of interest which might arise if you were selected to undertake the work and ,if such a conflict were to arise, an indication of how this conflict would be addressed. Where you tender as part of a consortium, all members of the consortium should be considered. | | | |
|  | | | |
| **Checklist** | | | |
| **Please confirm you have attached the required documentation to this form.** | | | |
| Two most recent sets of company accounts. | | Yes/No | |
| Environmental policy (if applicable) | | Yes/No | |
| Project portfolio to illustrate selected case studies | | Yes/No | |
| Pricing schedule: Project excluding renaming | | Yes/No | |
| Pricing schedule: Renaming | | Yes/No | |