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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) |
|  |
| 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.  |
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| **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 |