Thank you for your interest in our creative health intervention for children with experience of domestic abuse ages 5-10 years old.

In order to be considered, you will need to read and respond to a number of documents. Please request tender documents by email from CreativeHealth@Croydon.gov.uk or find them on the Creative Health website at [www.culturecroydon.com/home/creative-health-croydon/](http://www.culturecroydon.com/home/creative-health-croydon/)

The main documents are:

* **Request for Quotation** – this outlines the process for submitting a bid, is where you find and respond to the application questions, and includes links to the other important documents.
* **Specification** – this gives a complete overview of the project opportunity and what we are looking for a supplier(s) to deliver.
* **Pricing Schedule** – this is where you will input your costs to deliver the project described in the specification. Do NOT include VAT in these costings.

We are aware that some suppliers may not be able to completely fulfil all elements of the specification. We encourage interested parties who consider themselves able to strongly fulfil some of the specification to submit a bid outlining which areas and related costs they would be prepared to deliver against. This will allow us to be in touch as the programme continues to develop, should the opportunity arise.

Here are a few helpful tips for completing the **Request for Quotation**.

* Sections 1 & 2 outline the opportunity to tender and the process for submitting your response (via email to CreativeHealth@Croydon.gov.uk by 12pm noon on Wednesday 14 May).
* Please note, the requirement to register with the Government’s Central Digital Platform (CDP) and Council’s e-tendering portal (page 3) are only for successful applicants and can be done after confirmation of the award. You are not at an advantage if you register before confirmation of being successful, and we can support successful bidder(s) to register once confirmed.
* ‘Appendix Part A: Specification’: use the link to access the Specification, described above. You should refer to this while writing your responses.
* ‘Appendix Part B: Bidder Submission’ is where you will enter your responses to the specification.
	+ Note: you can leave the box for ‘Central Digital Platform Unique Identifier’ (p13) blank as this is only required once a bid is confirmed successful.
	+ The Technical Pass/Fail Questions must be answered. If you are not able to adhere to these questions, you will not be successful in your tender.
	+ The Technical Scored Questions/Method Statement are the bulk of the application. Please give full responses to each of the four questions, outlining you/your organisation’s relevant skills and experiences. Make sure you refer to the Specification and fully respond to all requirements outlined within.
* ‘Part C: Pricing Schedule’: use the link to access the Excel sheet.
	+ Enter your costs (without VAT) for each item in the yellow highlighted cells. The total should automatically sum in cell D28.
	+ If you will register for the Premier Supplier Programme (find more information about this scheme on page 6 of the Request for Tender and Part G at the end of the Request for Tender) ensure the correct rebate amount is listed in the highlighted cell in row 32. If you will not register for the Programme, change the amount to 0%.
	+ Please include the hourly rate for professionals you employ at the stated bands in the final section.
* ‘Part D: Additional Information’: this gives further information about the terms and conditions of the tender. Please read carefully.
* ‘Part E: Form of Tender’: please complete with the total value of your bid, signature and company information as requested.
* ‘Part F: Standard Terms and Conditions’: this standard contract outlines the terms and conditions the winning bidder will be bound by.
* ‘Part G: Premier Supplier Programme: Supplier Participation Agreement’: read to find out more information about this programme.
* Once you have completed your tender response (Bidder Submission, Pricing Schedule, and Form of Tender), make sure to save these with your name in the file name. You should leave them in their original format (word or excel) or submit accompanying documents as pdf when submitting.
* The timeline for bid assessments is outlined in Section 2 of the RFQ.