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**Tender Questionnaire**

**Background**

The Causeway Coast & Glens Heritage Trust (CCGHT) is inviting proposals from suitably qualified individuals or groups with relevant teaching experience and knowledge to develop and produce a digital Teacher’s Biodiversity Activity Resource Pack.

**The closing date for submission of completed questionnaires is Thursday 18th August 2022 at 12 noon via email to** [**tierna@ccght.org**](mailto:tierna@ccght.org)

**Please complete each of the below questions, failure to address any of the questions will invalidate the tender.**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Provide information about your proposed methodology outlining how you would take the project forward.** *(Outline key milestones; timelines including when CCGHT will be involved and dates for draft projects/publications).*
2. **List your skills, experience, and provide links or evidence of previous relevant work.**
3. **Provide a breakdown of the key personnel and the activities they will be responsible for.**
4. **Provide detailed costing including daily rates, VAT (if applicable) and any other proposed expenses**
5. **Do you have the ability to complete the project within budget? (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **Are you available to complete the work within the agreed timescale? (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7B. Provide a revised timeline if you envisage this work being completed sooner than the proposed timescale.**

1. **Provide contact details for two referees, who have knowledge of your work, who may be approached if you are successful.**

**Signed:­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**