

Belfast City Council

[Q602/21]

Quotation for PEACE IV *Creative Communities* Artist-In-Residence: East Belfast Cluster Area

Quotations should be returned no later than 4.00pm on Wednesday 25 August 2021

Please note that quotation submissions (including all attachments) that are received by us **after the stated deadline** will be disqualified.

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Energising Belfast together



Belfast
City Council



Rialtas na hÉireann
Government of Ireland



Northern Ireland
Executive
www.northernireland.gov.uk

This project is supported by the EU's PEACE IV Programme, managed by the SEUPB.

1.Introduction

PEACE IV Building Positive Relations Theme *Creative Communities* Programme

Belfast City Council has been successful in its application for PEACE IV funding to deliver a *Creative Communities* programme. PEACE IV is an EU funded initiative designed to support peace and reconciliation in Northern Ireland and the border region. The primary objective of the programme is to promote positive relations characterised by respect, where cultural diversity is celebrated and people can live, learn and socialise together free from prejudice, hate and intolerance. The programme is financed through the European Union and managed by the Special EU Programmes Body (SEUPB).

Creative Communities is a cross-community arts / heritage programme which will run in eight community clusters in Belfast.

An Artist will be appointed for each area to work with the communities to design, deliver and showcase a tangible artistic product by April 2022 based on co-design processes through a creative engagement programme.

The *Creative Communities* programme will bring people together through shared arts / heritage projects which will foster good relations outcomes in the long-term.

Creative Communities falls under the Building Positive Relations (BPR) theme of the PEACE IV Programme. The focus of BPR is the promotion of respect, cultural diversity and an environment where people can live, learn and socialise together, free from prejudice, hate and intolerance. Projects in this theme will encourage interaction between residents and groups from divided neighbourhoods, explore history in a sensitive manner, build mutual understanding and promote inclusion and integration of minority ethnic communities.

Specific outcomes for the PEACE IV *Creative Communities* programme as defined by SEUPB and Belfast City Council are:

- People think that relations between Protestants and Catholics are better than they were 5 years ago
- People think that relations between Protestants and Catholics will be better in 5 years' time
- People will know more about the culture of minority ethnic communities
- Increased tolerance and understanding within and between communities of different religious and political identity, including ethnic minority communities
- Enhanced community confidence in utilising arts techniques to pursue shared goals
- Increased access and engagement with culture, arts and heritage
- Work towards the creation of a community or communities which are strengthened by the recognition of their diversity, promote mutual respect and understanding and celebrate cultural expression
- Individuals and communities have the capacity to deal positively with diversity and difference
- Mutually beneficial relationships between cultural practitioners and communities; artists for their mandate to work thematically in given contexts; communities for the social, economic and health benefits of creative engagement projects.
- Communities are supported to live creative lives

BACKGROUND

In 2019 Belfast City Council appointed a facilitator to work with a number of groups based in 'cluster' areas across Belfast identified by the *Creative Communities Programme*. This facilitator has engaged with groups to identify potential themes for arts and / or heritage projects which could be delivered on a cross-community basis with buy-in from local residents in the area. The following requirement is based on the output of these facilitated sessions which have been designed in partnership with the groups involved.

Buy in & Co-Design

The next phase of this project will be a **participative co-designed project** between artists and participants. Co-design is often used as an umbrella term for participatory, co-creation and open design processes.

The co-design approach enables a wide range of people to make a creative contribution in the formulation and solution of a problem or development of a project.

This approach goes beyond consultation by building and deepening equal collaboration between people affected by, or attempting to, resolve a particular challenge.

The artists' role of facilitation is essential to the success of a co-design project. Artists **provide ways for people to engage** with a particular subject matter and with each other; as well as providing new ways to communicate, be truly creative, share insights and test out new ideas.

East Belfast Cluster

Belfast City Council has been working with Radius Housing to explore the potential of a Creative Communities project in the Shared Development areas of Global Crescent and Cantrell Close. The project will see local people, parents and their children, co-designing and co-creating street artwork in a walled part of Cantrell Close and an extended fencing area of Global Crescent.

Two sessions were independently facilitated with Ravenhill Social Change Group. Participants agreed they would like to develop community artwork which would be installed in local public venues and would communicate the story of people's day-to-day experiences and about diversity. The group referenced diversity as relating to religion, ethnicity, disability and many other things.

The artwork design will focus on key good relations themes:

- Children and Young People
- A Safe Community
- A Shared Community
- A Cultural Community

Belfast City Council is now seeking to appoint an artist to work with the steering group and project participants over a sustained period of time to co-design and co-create an artistic response to the chosen theme.

The appointed artist will create a supportive environment in this process where individuals and communities can feel safe and share their experiences together.

It is important that the outcomes of this project will represent and express individual experiences and memories identified during the engagement process and that the final product created reflects inclusion of all current and historical demographics and aspects of their history / stories of the area. The artwork will build on cultural awareness and diversity and promote good relations between participants through workshops and group discussion as part of the process.

The brief for the project is open for co-design with the communities and is not prescriptive at this point, however the end product will be a piece of 'living art' and will include images of flowers and plants that will have actual planters attached in front of them with flowers and plants installed and maintained by participants. These will be planted seasonally using a range of flowers, plants and colours to represent the diversity and cultures within the shared developments as well as enhance the look of the area and make it a more welcoming place to live, work and grow.

The project will promote relationship building, cultural acceptance and understanding and promote green spaces through art. This will enable relationships to continue to grow through the establishment of a 'Diversity in Bloom' Group of tenants who will continue to replant and care for the art work on an ongoing basis beyond the life of the project for the benefit of the community. This will be supported through Radius Housing.

The artwork may take a number of different forms but will be informed by all parties involved and will be based on the Building Positive Relations themes within the PEACE IV programme.

1.1. Belfast City Council ("the Council") invites quotations for an Artist-In-Residence to work on PEACE IV *Creative Communities* project in the East Belfast Cluster Area.

The successful contractor will be required to work with Ravenhill Social Change Group, Radius Housing and East Belfast Alternatives to co-design, co-create and deliver a street art project relating to the Shared Development housing in the Cantrell Close and Global Crescent areas of East Belfast. The appointed artist and participants will be working towards the **design, creation and delivery of two artistic outputs** relating to the history of the area and theme of good relations.

- The output of this project will be the design and instalment of two public, visual arts products.
- Artwork content will be informed by consultation between the artist, participants and project stakeholders.
- The design will be manufactured onto composite aluminium panels.
- Panels will be made from multi layers and manufactured to give a lightweight material but with the durability of a heavier form of aluminium panel.
- The artwork will be protected by a special laminate with built in UV filters to prevent colour fade and to protect against weathering.

The project will consist of an active engagement programme led by the artist. It is expected that **a maximum of 60 hours' time commitment per participant of shared workshops, participatory engagement sessions and events will be delivered with up to a maximum of 33 participants from these communities.**

The programme can run for as long and as regularly as is required but the final outcomes must be delivered by April 2022.

The process and overall project will:

- Support participants to build mutual understanding and an inclusive approach
- Promote the values of respect and cultural diversity
- Foster an environment where people can live, learn and socialise together, free from prejudice and intolerance
- Involve genuine co-design processes and be innovative, creative and participatory
- Use an approach and methodology that is suitable to the sensitivities of the subject and abilities of the participants
- Support the participants to effectively engage with creative processes

The Steering Group has expressed that the artistic output of this project will:

- Enhance the look of the area
- Enable a sense of ownership
- Promote a sense of pride
- Provide opportunity for engagement through a creative medium
- Create a feeling of community and build relationships
- Create a shared space
- Be inclusive of all local current and historical demographics

Further notes from the facilitated sessions with these groups will be shared with the successful contractor once appointed.

1.2. Quotations should be returned no later than 4.00pm on Wednesday 25th August 2021. Quotations received after this time will be considered ineligible.

1.3. Completed quotations must be returned by email to quotations@belfastcity.gov.uk. Do not return to issuer.

1.4. All submissions must be in English and prices in sterling, exclusive of VAT.

1.5. The Council shall not be responsible for, or pay for, any expenses or losses incurred while submitting this quotation. The Council reserves the right not to award this quotation.

1.6. The award of the quotation is under the Council's terms and conditions. A copy of the Council's terms and conditions can be found on the Council's website - <http://www.belfastcity.gov.uk/business/tenders/sellingtips.aspx> . The terms and conditions

relevant to this quotation exercise are titled 'Services - fixed price - GDPR DPA Applicable'.

1.7. Any contract awarded as a result of the quotation will be until completion of the project

1.8. Any actual or perceived Conflict of Interest related to any contract awarded as a result of this quotation should be declared to the named contacts as they arise.

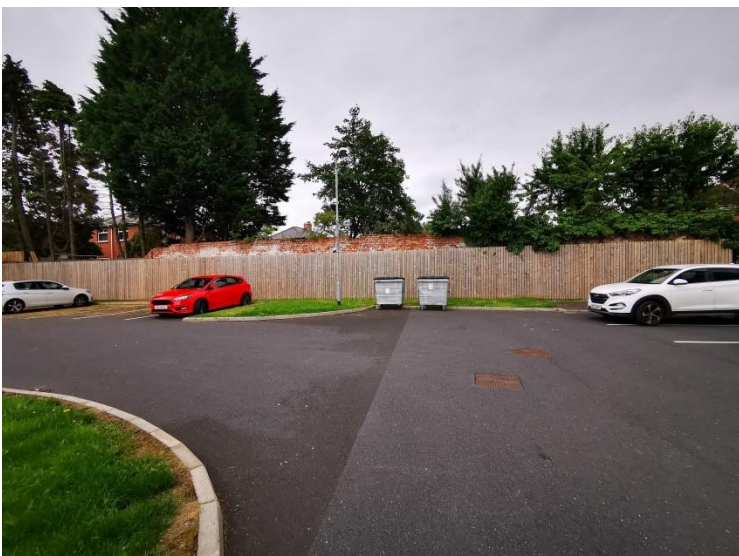
2. SPECIFICATION

2.1 Remit of the contractor

The successful contractor will be required to:

- a) Design and deliver a hands-on, shared, participatory art programme in partnership with Radius Housing – Social Change Group; Apex Housing – Social Change Group; Global Crescent, Ravenhill Avenue and Cantrell Close Tenants from the Shared Development.
- b) Design and install artwork panels to wall at Cantrell Close and fencing at Global Crescent, the design of which will be manufactured onto composite aluminium panels (photographs of both sites below). The treatment/design brief of the artistic output to be signed off with Belfast City Council prior to development and installation of the artworks.
- c) Panels to be made from multi layers and manufactured to give a lightweight material but with the durability of a heavier form of aluminium panel. Artwork to be protected by a special laminate with built in UV filters to prevent colour fade and protect against weathering.
- d) Agree workshops and engagement sessions with project participants but all aspects of the project must be completed by April 2022.
- e) Agree the project methodology and approach with Belfast City Council including recommendations for a final public 'celebratory' element of the final outputs.
- f) You will work with up to 33 participants, with each beneficiary taking part in up to 60 hours engagement over the duration of the project (*there may be some flexibility with these targets but tbc*).
- g) The project will include a public showcase event or celebratory element.

- h) Deliver all elements of programme activity, keeping records of participants' attendance
- i) Ensure project is delivered on time and to budget.
- j) Adhere to safeguarding policies where appropriate, for example, ensuring relevant Access NI checks are in place when working with children and vulnerable adults
- k) Ensure that all insurances, licenses or other relevant permissions to undertake activities are in place
- l) Consult with Council and the key stakeholders on the delivery of the programme
- m) Liaise with McCadden Design who have been contracted to document and produce a publication on all of the *Creative Communities* projects.
- n) Provide regular updates to Council on project progress along with any other information required by the funding body.
- o) Produce a final evaluation report of the project after completion



Fencing at Global Crescent

It is envisaged the artwork will cover at least 50% of the fencing.



Wall at Cantrell Close

2.2 Remit of the council

Council's role will be:

- a) Organise and book venues for the programme of workshops in liaison with the contractor and the steering group
- b) Recruit and maintain participants for the duration of the project
- c) Training will be given to the artist in specific areas as required.
- d) Monitoring and evaluation of participants in line with funding requirements
- e) Co-ordination of McCadden Design to document the journey of the project
- f) Adhere to SEUPB guidelines and regulations
- g) All other aspects of project management
- h) Provide support and guidance to the artist as required
- i) Quarterly progress meeting with artist and steering group

2.3 BUDGET

There is a budget of £20,000 available for this project and this is to cover:

- All artist fees for preparation & delivery of workshop programme, as well as design and installation of the artistic output
- All materials used during the workshop process
- All costs for the design, production and installation of the artistic output
- All expenses and travel incurred by the contractor

Please note that Quotation submissions that exceed the specified budget will be disqualified.

2.4 CURRENT CIRCUMSTANCES

In light of the current ongoing circumstances with COVID-19, agreed delivery schedule will be discussed and agreed with the successful artist.

In addition, it is expected that digital communication and interaction will be required particularly in the initial stages of project development.

3. Submission and evaluation of quotations

3.1 CONTENT OF SUBMISSION

For the quotation submission to be considered valid the following mandatory requirements must be demonstrated/ provided with the quotation response.

*Submissions **must** be arranged in these numbered sections and table of contents provided with page numbering*

- 3.1.1. Signed quotation declaration – Annex 1
- 3.1.2. Complete Appendices A – I
- 3.1.3. Details of the artist who will deliver the project and a summary of their relevant experience of working on shared cultural and / or heritage projects, particularly those dealing with local public cultural / heritage assets. (Up to one A4 page, font size 11, 1.5 spacing)
- 3.1.4. Outline up to three specific examples of comparable projects you have worked on in the last five years. Specific reference should be made of examples where you worked in community settings, worked in partnership, and with co-design processes and the specific outcomes that were delivered for each project. (Up to two A4 pages, font size 11, 1.5 spacing)
- 3.1.5. A creative response to approaching the brief. You should include:
 - A summary of your proposed approach for the project (max 300 words)
 - Details of your approach to the proposed cultural / heritage engagement programme, including detail on:
 - The co-design process – how will the participants be involved in the design and development of the project including showcase element
 - The artistic and creative processes which the participants will engage in
 - How the artistic output will be developed
 - Any sustainability measures you can incorporate within the project
 - The approach to evaluation throughout the project

(This section on up to three A4 pages, font size 11, 1.5 spacing)
- 3.1.6. A timeline, action plan and a breakdown of the budget for delivery.

3.2. The quotation will be evaluated and awarded using the following criteria:

3.2.1. Most economically advantageous tender “MEAT” based on 100% quality

3.2.2. The MEAT evaluation criteria is set out in the table below.

Criteria	Question	Question Weighting
Experience	Experience of delivering similar projects	40%
Methodology	Response to the brief & approach to co-design / delivery	30%
Project Management	Action Plan / Budget / Timeline	20%
Partnership Working	Ability to work in partnership	5%
Environmental Management	Environmental Management / Impact	5%
	Total	100%

3.2.3. For each of the quality criteria above the following scoring mechanism is applied:

	Rationale	Score
Excellent	Excellent response that meets the requirements. Response is clearly explained and provides detailed, unequivocal supporting evidence and no weaknesses. Demonstrates detailed understanding and strong ability to deliver requirement.	5
Good	A good response that meets the requirements with good, convincing supporting evidence. Demonstrates good understanding and ability to deliver requirement.	4
Acceptable	Response generally meets requirements but with minor reservations in one or more areas. Demonstrates reasonable understanding and suggests the Tenderer has the ability to deliver the requirement but lacks sufficient detail to award a higher mark.	3
Poor	A response with some material reservations. Response does not convincingly demonstrate that the Tenderer understands the requirement and/or the response lacks detail and/or evidence for the solution to be applied. Response raises some concerns that the proposed approach might not be acceptable and might not deliver the requirements.	2
Very Poor	A response with serious reservations. Limited detail and supporting evidence for the solution to be applied. High risk that the proposed approach will not be acceptable and will not deliver the requirements.	1
Unacceptable / No Response	Response fails to address the question in virtually all areas.	0

3.2.4. The quotation will be awarded to the Contractor who achieves the best score i.e. highest quality score after passing any pass/fail criteria.

Annexe 1 – Quotation Declaration

I hereby certify that I have not and will not canvas or solicit any Member, Officer or Employee of the Council in connection with the preparation, submission and evaluation of this Quotation or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by or acting on my behalf has done, or will do, such an act.

I hereby certify that, to the best of my knowledge and belief, no person who is a Councillor, Officer, Servant or Agent has any direct or indirect interest in or connection with Belfast City Council. If a conflict of interest exists, please detail below.

I hereby agree to supply and deliver the goods and/or deliver the services in accordance with the specification and terms and conditions set out within this quotation for PEACE IV *Creative Communities* Artist-In-Residence: East Belfast Cluster Area for the sum of:

Quotation Price £	
Date	
Name in print	
eSignature (on behalf of company)	
Position in company	
Company Name	
Company Address	
Telephone	
Email	

Conflict of Interest (insert details)

APPENDICES

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A QUOTATION FORM

Completed quotations must be returned by email to quotations@belfastcity.gov.uk, with the Subject:

Q602/21 Quotation for PEACE IV *Creative Communities* Artist-In-Residence – East Belfast Cluster Area

not later than **4.00pm on Wednesday 25th August 2021**

An official receipt must be obtained for the Quotation if delivered by hand. If the Quotation is sent by post, it should be registered.

Particular attention is directed to the necessity of having the Quotation Form properly filled in and signed, otherwise the Quotation may not be considered.

If a Contractor declines to carry out such work in accordance with the terms of the Quotation submitted, such Contractor may be debarred from executing future works for the Belfast City Council.

BELFAST CITY COUNCIL

I/We hereby agree to supply and deliver the goods, or carry out the work, within the periods stated in our submission in accordance with the specification attached subject to, and in accordance with, the conditions set out therein for the sum of: (in words)

.....

(in figures) £

As witness my/our hand this day of 2021.

Signature (1)

Signature (2)

Contractor:

Address:

Telephone: Email:

Any alteration or erasure made in the price shown on this Quotation Form must be initialled by the person who signed it. Quotations will not be accepted by fax.

B CERTIFICATE AS TO CANVASSING

I/We hereby certify that I/we have not and will not canvas or solicit any Member, Officer or Employee of the Council in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my/our knowledge and belief, no person employed by me/us or acting on my/our behalf has done, or will do, such an act.

I/We hereby certify that, to the best of my/our knowledge and belief, no person who is a Councillor, Officer, Servant or Agent has any direct or indirect interest, in or connection with, the Organisation.

Signed Date

in the capacity of

duly authorised to give such certificates for and on behalf of:-

NAME OF ORGANISATION (in BLOCK CAPITALS)

Postal Address:

.....

Telephone N°: Fax N°:

e-mail address:

**C DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL MAIN CONTRACTORS
AND NOMINATED SUB-CONTRACTORS TENDERING FOR THE
EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR SERVICES**

**BELFAST CITY COUNCIL
FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998**

1 Article 64 of the Fair Employment and Treatment (N.I.) Order 1998 ("The Order") provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by a public authority to submit offers. Article 64 also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.

2 An unqualified person is either an employer who, having been in default in the circumstances specified in Article 62 (1) of the Order, has been served with a notice by the Fair Employment commission stating that he is not qualified for the purposes of Articles 64 to 66 of the Order, or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice.

3 Mindful of its obligations under the Act, BELFAST CITY COUNCIL has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of Articles 64 to 66 of the Order.

4 Contractors are, therefore, asked to complete this Declaration / Undertaking to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with a Council to which Article 64 of the Order applies.

I / We hereby declare that I am / we are not an unqualified person for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998. I / We undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with the BELFAST CITY COUNCIL to which Article 64 of the Order applies.

Signed by

Duly authorised to sign
for and on behalf of

Dated

D ENVIRONMENTAL MANAGEMENT

- i Does your organisation have a named officer responsible for Environmental Management? Yes / No

If 'yes', please state the name, position and qualifications of that person:

Name: _____

Position: _____

Qualifications: _____

- ii Does your organisation have an Environmental Policy? Yes / No

If 'yes', please enclose a copy with your submission

- iii Does your organisation have in place an Environmental Management System? Yes / No

If 'yes', do you have any objection to this being inspected? Yes / No

- iv Does your organisation hold either of the following accreditations?

EMAS Yes / No

ISO 14001 Yes / No

- v Has your organisation compiled a register of Environmental Regulations and Legislation relating to your business operations? Yes / No

If 'yes', do you have any objection to this being inspected? Yes / No

- vi Has your organisation compiled an Environmental Effects Register? Yes / No

If 'yes', do you have any objection to this being inspected? Yes / No

- vii Do you have an Environmental Action Plan in place to reduce your adverse impact on the Environment? Yes / No

If 'yes', do you have any objection to this being inspected? Yes / No

- viii Please identify (on a separate sheet) the environmental impact of the provision of your supply/service. Yes / No

- ix How do you ensure that the competencies of staff working for, or on behalf of your Company are adequate?

Belfast City Council has produced a booklet "Environmental Purchasing Policy, A Supplier's Perspective" which is available on <http://www.belfastcity.gov.uk/publications>

E CONTRACTOR'S INSURANCE DETAILS (PLEASE COMPLETE WHERE APPLICABLE)

NAME OF CONTRACTOR: _____

DESCRIPTION OF CONTRACT: _____

Please arrange to have this form completed by your Insurance Broker or Insurers.

PUBLIC / PRODUCTS LIABILITY:

1 Policy number _____

2 Insurer _____

3 Period of insurance _____ to _____

4 Business description (as stated on policy) _____

5 Limits of indemnity

Public liability: £ _____ Products liability: £ _____

6 Height or depth limit _____

7 Restrictive endorsements / excess _____

8 Does the policy cover liability for acts of negligence committed by sub-contractors of the insured? *If 'No', all sub-contractors who will be employed in the performance of this contract are required to complete this form to provide evidence of their insurance cover* Yes / No

9 Does the policy cover liability for use of motor vehicles where Road Traffic Compulsory Insurance Legislation does not apply? Yes / No

10 Does the policy provide an indemnity to principal extension? Yes / No

EMPLOYER'S LIABILITY:

1 Policy number _____

2 Insurer _____

3 Period of insurance _____ to _____

4 Business description (as stated on policy) _____

5 Limits of indemnity _____

6 Height or depth limit _____

7 Restrictive endorsements / excess _____

- 8 Does the policy cover liability for acts of negligence committed by sub-contractors of the insured? *If 'No', all sub-contractors who will be employed in the performance of this contract are required to complete this form to provide evidence of their insurance cover* Yes / No

PROFESSIONAL INDEMNITY:

- 1 Policy number _____
- 2 Insurer _____
- 3 Period of insurance _____ to _____
- 4 Business description (as stated on policy) _____

- 5 Limits of indemnity _____
- 6 Restrictive endorsements / excess _____
- 7 Does the policy provide an indemnity to principal extension? Yes / No

MOTOR INSURANCE:

- 1 Policy number _____
- 2 Insurer _____
- 3 Period of insurance _____ to _____
- 4 Business description (as stated on policy) _____

- 5 Third party property damage limit _____
- 6 Does the policy provide an indemnity to principal extension? Yes / No
- 7 Does the policy provide cover for third party working risks? Yes / No
- 8 Does the policy provide cover for an unlimited amount in respect of liability for injury to passengers? Yes / No

CONTRACTORS ALL RISKS:

- 1 Policy number _____
- 2 Insurer _____
- 3 Period of insurance _____ to _____
- 4 Business description (as stated on policy) _____

- 5 Contract works limit of indemnity or sum insured _____
- 6 Policy excess _____
- 7 Does the policy provide for the interest of the employer to be noted as required by the contract conditions? Yes / No
- 8 Please confirm defects period provided for under the policy _____

This section must be completed in all cases

Name of Broker / Insurer _____

Address _____

Telephone number _____

Signed _____
Broker / Insurer (delete as applicable)

Dated _____

F PAST CUSTOMERS' RECORD

Please list all relevant projects carried out within the last three years, together with contract period, value, contact name and telephone number.

Client	Description of contract	Contract period	Value	Contact name and phone number



Commercial & Procurement Services

G FREEDOM OF INFORMATION STATEMENT

With reference to Clause 24 of the Terms and Conditions of Contract, please complete where appropriate.

I/We consider that: -

- i The information in this tender is commercially sensitive*
- ii The information in this tender is not commercially sensitive*

*** Please delete as appropriate**

- iii If the information supplied in this tender is considered commercially sensitive, please state which information should not be disclosed and provide reasons.

- iv Please state period for which information should remain commercially sensitive.

Signed: _____

Block capitals: _____

for and on behalf
of: _____

Date: _____

Please note: under Clause 24 of the Contract Conditions it shall be at the absolute discretion of the Council to decide whether the information listed above, ie the 'Commercially Sensitive Information' is:

- a. exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.
- b. to be disclosed in response to a Request for Information and in no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Council.



Commercial & Procurement Services

H CONTACT DETAILS

Please complete this form with your Company details and include it with your quotation submission:

- 1 Company name: _____
- 2 Address: _____

- 3 Postcode: _____
- 4 Telephone number: _____
- 5 Fax number: _____
- 6 Name of person to contact in
connection with this submission: _____

- 7 Position in Company: _____
- 8 Telephone number:
(if different from above) _____
- 9 Fax number:
(if different from above) _____
- 10 e-mail address: _____
- 11 Mobile telephone number: _____
- 12 Website (if applicable): _____
- 13 Number of employees in Company: Full time _____ Part time _____



Commercial & Procurement Services

I DECLARATION FOR APPLICANTS

It is a requirement of all Quotation Applications made to Belfast City Council that applicants complete this declaration.

I / We _____ of _____

have completed the enclosed documentation in respect of my / our application for the Quotation

for PEACE IV *Creative Communities* arts engagement project – East Belfast Cluster Area

and declare that the following documents have been enclosed with my / our application:

1	All information as requested on page 7 of documents	Yes / No
2	Completed quotation form	Yes / No
3	Completed certificate as to canvassing	Yes / No
4	Completed fair employment declaration	Yes / No
5	Completed environmental management questionnaire	Yes / No
6	Completed contractor's insurance questionnaire	Yes / No
7	Completed past customers' record	Yes / No
8	Completed freedom of information statement	Yes / No
9	Completed contact details form	Yes / No

Signed

Name (Block Capitals)

Position in Company

Date

All of the above-listed documents **must** be returned. Failure to do so will result in the submission not being accepted.

Quotation submissions (including all attachments) that are received by us **after the stated deadline** will be disqualified.

Quotation submissions that **exceed the specified budget** will be disqualified.



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