**Hull UK City of Culture 2017**

**REQUEST FOR QUOTATION**

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| **Issued by:** | **Chris Clay**  **Technical & Operations Director**  **Hull UK City of Culture 2017**  **Pacific Exchange**  **40 High Street**  **Hull**  **HUI 1PS** |
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| **Title:** | **Roadshow event & production management** |

**Before reading or responding to this document, you are notified that the information contained within this document and appendices should be treated as confidential and should only be used or disclosed to others for the purpose of preparing your quotation.**

# 1. ABOUT HULL 2017

Hull UK City of Culture 2017 Ltd (‘Hull 2017’) is a registered charity. The company’s activities are governed by its Board.

The organisation’s overarching vision is to ***deliver 365 days of transformative culture through a range of diverse and high profile cultural events and projects***.

The year will run from 1 Jan 2017 to 31 Dec 2017 and will use arts and culture to celebrate the unique character of the city, its people, history and geography. The year will be split into four seasons, each with something distinctive, intriguing and created to challenge and thrill.

In addition to organisational objectives linked to programming, there are objectives linked to positioning and partnership. Positioning objectives challenge perceptions of Hull, creating a new narrative for the city - repositioning it as a great place to live, work, visit, invest, and study. Partnership objectives raise money to support the programme, build capacity within the culture and visitor economies, and build a legacy.

Further information on Hull 2017 can be found by visiting [hull2017.co.uk](http://www.hull2017.co.uk)

# 2. HOW TO RESPOND AND AWARD CONTRACT

Please read this document thoroughly, if you have any questions, please contact the person named on the cover sheet by email.

Please submit your quotation to [*insert*](mailto:theteam@hull2017.co.uk) *contact email here* by 5pm on ***insert date*** and include the following:

* A completed costing spreadsheet
* A full description of the goods and/or services offered
* Any other information requested in this document

In submitting a quotation you acknowledge that we may award this contract to one supplier, several suppliers or choose not to award the contract.

# 3. PROJECT DESCRIPTION

# 4. ITEMS FOR QUOTATION

Please read the following in conjunction with the drawings and/or visuals appended to this document.

*Insert details of items to be quoted for and copy information to costing sheet*

## 4.1

## 4.2

# 5. SCOPE OF WORKS

insert scope of works

# 6. SCHEDULE

Insert schedule for manufacture, supply and delivery

# 7. SUPPLIER REQUIREMENTS

Suppliers are required to provide the following information and services.

Add / Remove sections as required and relevant

## **7.1** Personnel

The supplier must make provision for a Project Manager to be available for meetings, and discussions as required from the date the contract is awarded to the completion of the project.

The supplier must make provision for sufficient personnel who are competent and where necessary hold the relevant qualifications for the completion of the project.

## 7.2 Insurance

Suppliers will be required to provide copies of relevant insurance policies.

## 7.3 RAMS

It is the responsibility of the supplier to provide full and sufficient Risk Assessments and Method Statements for the tasks specified in this document prior to the arrival onsite of the goods supplied and the suppliers’ personnel and/or sub contractors.

## 7.4 Other requirements

The supplier must advise of any other requirements needed to fulfill the contract.

# 8. GENERAL NOTES

Suppliers should read the following notes:

## 8.1 Engineering

The supplier must ensure that where relevant, all structural and load bearing elements are checked by a suitably qualified structural, electrical and/or mechanical engineer.

The supplier must supply copies of all relevant engineering calculations and these may be checked by an independent engineering consultant.

## 8.2 Materials, methods and standards

Materials and methods may be suggested in the description and supplied drawings and other appendices; however suppliers are encouraged to suggest alternative methods.

All elements must be constructed and supplied in a manner fit for the purpose for which they will be used.

All elements must comply with all relevant industry standards and codes of practice.

All elements must comply with all relevant fire and health and safety legislation and standards.

# 9. APPENDICES

*Delete section if no appendices*

**NB:** The following appendices show intent only, representing artistic and visual concepts only. No construction or engineering information will be supplied and Hull UK City of Culture 2017 accepts no liability for any action or event resulting from these documents, however caused.

List appendices – drawings, visuals, and other references