



# Request for Quotation

Title: Adaptive Scilly graphic design  
Contract Reference Number: 20210331S\_Graphic design  
Duration of Contract (if applicable):  
Date of Issue: 31/3/2021 Issue Number: 1  
Deadline Date: 14/4/21  
CloS Contact: James Watt Phone: 07871 982 639  
Email: james.watt@scilly.gov.uk

## Requirement

Type: [Services](#)

### Description:

The Council of the Isles of Scilly are undertaking a series of coastal defence works. To support the planning process we require a graphic designer to carry out photo simulations to show what the completed sea defence and sand dune restoration work will look like for 3 sites on St Mary's – Porth Mellon, Porth Hellick and Porthloo. It is expected that 2 images per site will be appropriate and the images will include the types of materials proposed for the construction based upon civil engineering sections. Details of size, format and source of reference material to be used to inform the drawings will be discussed with tenderers who express an interest in submitting a price.

Estimated Contract Value: £5,000

Key Performance Indicators/Measures of Success: Delivery of images within agreed timeframe.

Type	Description	Measure of Success	Achievement Date
Output	Images showing what completed sea defence work will look like at Porth Mellon, Porth Hellick and Porthloo	Images provided for each within the agreed timeframe	As soon as possible
Output			
Output			

## Response

In completing your quotation please provide the following:

1 A price for delivering the Services Please set out your price in the following layout.

Description	Cost (£)
Choose an item.	
Choose an item.	
Choose an item.	
<b>Total</b>	

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

2. All quotes should include the following information:

- Full company name and registered/main address
- Company Registration Number (if applicable)
- VAT number (if applicable)
- Reference to the Council's Contract Reference Number (See page 1 of this form)

All submissions are to be submitted in a plain sealed envelope marked only with the contract reference number to: The Chief Executive, Council of the Isles of Scilly, Town Hall, St Mary's, Isles of Scilly. TR21 0LW  
Quotations are expected to be held for 1 month from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Please note that submission of a quotation will be taken as confirmation that you agree to be bound by the terms and conditions of the Quotation Process (Please see Terms and Conditions Document enclosed with this document).

## Award

This contract will be awarded to the quotation that demonstrates the lowest total cost.