

SUBMISSION REQUIREMENTS

Your submission must be emailed to HBDirectcompetition@housingcorp.gsx.gov.uk

In addition, bidders must submit their proposal electronically on a CD Rom using the spreadsheet entitled 'HBD Submission Details'. In addition to the CD Rom, 2 hard copies of the spreadsheet are required. Should you wish to submit supplementary information (any format), then 2 hard copies are also required. The spreadsheet can also be found on the website (www.housingcorp.gov.uk). It is important that all the required information on the spreadsheet is provided.

Hard copies of your submission must be addressed to Judi McPherson, Housing Corporation, Maple House, 149 Tottenham Court Road, London W1T 7B.

Instructions for the completion of the bid spreadsheet are outlined below.

Submissions containing all supporting information should be sent to the address below no later than 12 noon on 7th November 2008:

**Judi McPherson
Housing Corporation
Maple House, 149 Tottenham Court Road
London W1T 7BN**

An address label can be found with the submission template at www.housingcorp.gov.uk

TIMETABLE

Advertisement published	1st October 2008
Deadline for submission of proposals	7th November 2008
Confirmation of selected developers/schemes	Mid December 2008

SUBMISSION SCHEDULE - INTRODUCTION

Introduction

The submission schedule (in excel spreadsheet format) has been created to enable the Housing Corporation (HC) to capture all relevant information on schemes that bidders would like to put forward to the HC to consider.

The spreadsheet comprises three worksheets or 'tabs':

- Section 1: Bidder Company Details
- Section 2: Summary – Scheme Details (all schemes bid for)
- Section 3: Individual Scheme Details (one worksheet per scheme proposed)

If additional space is required for individual schemes, continue on a new worksheet and ensure that the title and scheme number make clear that this is the continuation of an individual scheme.

Examples of the information required are provided in the grey area of the two input schedules.

Further information regarding each of the three worksheets is provided below.

Workings of the Input Schedules

Drop Down Menus:

Drop down menus are used to capture certain elements of the scheme details. This is to help us categorise the information provided to allow easier analysis of the proposed schemes.

Protected Cells:

A number of cells are protected – these include the headings and a number of the cells where predetermined calculations are generated as a result of the entry or entries provided in a previous cell.

SUBMISSION SCHEDULE - INSTRUCTIONS

Section 1: Bidder Company Details

The objective is to ensure clarity on the name of the organisation submitting the bid and that the Housing Corporation will be contracting with and provide details of the parent company where the bid is not submitted by that company.

Section 2:

The information in Section 2 is a summary of individual scheme information from each bid submitted under Section 3. Bidders should provide summary information as requested, from the information given in the individual scheme bids.

Section 3: Individual Scheme Description

Scheme Number	Please number sequentially for each scheme bid submitted (e.g. Scheme 1, scheme 2 etc.) Please ensure individual scheme numbers correspond when entered on the Summary Sheet.
Region	<i>DROP DOWN MENU</i> These are based on Housing Corporation regions.
Local Authority	<i>DROP DOWN MENU</i> Please select from list
Town	Please provide details
Site Name	Please provide details
Post Code	Please provide details
Total No. of Units in Scheme	Please enter the number of homes in the scheme including all homes for outright sale and for affordable housing (via a S.106 or not) as well as those now being offered for HBD.
Breakdown of unit numbers	Please enter under each heading the number of homes for each of HBD, S106 and outright sale on the scheme. <i>Note: The number of units indicated under each of the separate headings should add up to total number of units figure provided.</i>
Start on Site Date	Please enter the date that the units were started (if already on site) or the proposed date (if not yet started on site). Enter the date for the whole scheme unless that for the HBD units is different, in which case enter the start date for the HBD units being offered.

Practical Completion Date	Please enter the date that the units were completed or the proposed date (if not yet completed). Enter the date for the whole scheme unless that for the HBD units is different, in which case enter the completion date for the HBD units being offered.
Planning Permission	DROP DOWN MENU Please select either yes or no. If no, please add in comments section the current planning position
Outline or Full?	DROP DOWN MENU Please select either 'Outline' of 'Full' planning permission
Eco Homes/CSH	DROP DOWN MENU Please select from list
Land Ownership Status	DROP DOWN MENU Please select from list
Scheme Weblink (if applicable)	Please include a web link if the scheme has a website
Comments	Please add any additional comments regarding a particular scheme that you wish to make

Unit Level Details

Unit Type	DROP DOWN MENU Please select either Flat or House
No. Of Units	Please enter the number of units for either Flat or House. Please use a separate row to provide information for each.
No. Of Bedrooms	Please enter the number of bedrooms in each unit.
No. Of Persons	Please enter the number of persons to be housed in each unit.
Total Number of Persons	This is an automatic calculation based on the figures entered in the number of Bedrooms and No. of Persons columns.
m2	Please enter the net internal floor area in m2.
Size Benchmark	This is an automatic calculation.
m2 Difference	This is an automatic calculation.
Anticipated Sale Price	Please enter the expected Market Value at time of sale.
Price net of 30% Equity Loan	This is an automatic calculation.

HC/HCA and Developer unit @
15% each

This is an automatic calculation.

Total Equity Input

This is an automatic calculation.
