

# The design and printing of Sevenoaks District Council’s ‘In Shape’ magazine

1. **Tender Submission**

Please complete and return this document to the Council in accordance with the tender information.

16 May 2022

**Tender**

**Instructions for completion**

The information disclosed in this form will be used in the tender evaluation process.

1. Please answer all questions as indicated, continuing on a separate sheet of paper if necessary (without exceeding the stated maximum). Each such sheet and all supporting documents sent should be clearly marked with the numbers of the sections and questions to which they relate.
2. Please complete all information so far as it applies to you. Failure to complete information may result in zero marks being awarded for a section or, in fundamental cases, your tender being disqualified.
3. We reserve a right to contact any reference given.
4. Unless instructed otherwise when answering the tender, please give details which specifically relate to your Firm, not to the whole of the group if your Firm forms part of a group.
5. Please do not include general marketing or promotional material for your Firm, either as answers to any of the following questions, or for any other reason.
6. The Specification details the Council’s requirements for the Services to be performed. This should be borne in mind when answering the questions and should resolve any ambiguities.
7. The completed tender and an example of your work must be returned in an envelope, which is **not marked on the outside in anyway with your name or your firm or company name**.

Sevenoaks District Council

In Shape Tender Submission

Please complete the following Tender Submission.

## The identity of the applicant

|  |  |  |
| --- | --- | --- |
| **Name of legal entity or sole-trader** | **Unique name of legal entity or name of individual** |  |
| **Registered office Address** | **C1-Q2-1 Address line 1** (Property name/number) |  |
| **C1-Q2-2 Address line 2** |  |
| **C1-Q2-3 Address line 3** |  |
| **C1-Q2-4 Town** |  |
| **C1-Q2-5 County** |  |
| **C1-Q2-6 Postcode** |  |
| **Website address** | **C1-Q2-7 website** (if applicable) |  |
| **Contact Details for Enquiries** | **C1-Q3-1 Title** (Mr, Mrs, Ms, etc.) |  |
| **C1-Q3-2 Forename** |  |
| **C1-Q3-3 Family name** |  |
| **C1-Q3-4 Job title** |  |
| **C1-Q3-5 e-mail** |  |
| **C1-Q3-6 Telephone number** |  |
| **C1-Q3-7 Fax number** |  |
| **C1-Q3-8 Address line 1** (Property name/number) |  |
| **C1-Q3-9 Address line 2** |  |
| **C1-Q3-10 Address line 3** |  |
| **C1-Q3-11 Town** |  |
| **C1-Q3-12 County** |  |
| **C1-Q3-13 Postcode** |  |
| **Registration number, if registered with Companies House or equivalent** | **C1-Q4-1 Registration number with Companies House** |  |
| **C1-Q4-2 Registration number with equivalent body** |  |
| **Charity registration number** |  |  |
| **VAT registration number** |  |  |
| **Name of immediate parent company** |  |  |
| **Name of ultimate parent company** |  |  |
| **Type of organization** | *e.g. PLC; limited company; LLP; other partnership; sole trader; other (please specify)* |  |

2. Resilience (maximum 2 sides of A4)

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3. Understanding the requirements of local authority clients (maximum 1 side of A4)

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## 4. Net Zero Carbon Emissions (maximum 2 sides of A4)

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## 5. Tender sum

For the preparation, design and printing of the Council’s magazine.

To: The Chairman and Members of Sevenoaks District Council

I/We the undersigned having examined the invitation to tender the Specification and Conditions of Contract for the preparation, design and printing of 57,000 copies of the Council’s magazine (or such further copies as required by the terms of the Agreement) for the sum per issue set out below.

The Contract to be for a period of two years (which may be extended by another two years at the discretion of the Council for such sums as may be mutually agreed between the Council and the Contractor).

My/Our tender sum for the preparation, design and printing of In Shape for the following fixed price **per issue** of 57,000 copies of the Council’s magazine. The print costs will be reviewed on an annual basis.

**Cost of designing In Shape** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lot 1 – Environmentally Friendly Paper**

|  |  |
| --- | --- |
|  | Cost (£) |
| Cost of printing In-Shape (24 pages) |  |
| Run on cost per 1,000 per edition (at 24 pages of A4) |  |

**Lot 2 – Carbon Neutral Paper**

|  |  |
| --- | --- |
|  | Cost (£) |
| Cost of printing In-Shape (24 pages) |  |
| Run on cost per 1,000 per edition (at 24 pages of A4) |  |

All sums should be exclusive of VAT.

## 6 Please complete the Tender Declaration

|  |  |
| --- | --- |
| **Form Of Tender:** Tender Certificate | |
| **To:** Sevenoaks District Council | |
| **Provision Of:** In Shape Tender | |
| 1. Having examined the Specification and Contract along with other documents for the In Shape Tender, set out in the Invitation to Tender, we offer to provide the service in conformity with the Contract and Specification at the prices specified inclusive of all discounts and charges relating thereto hereinafter called the Tender Price, or such other sum as may be ascertained in accordance with the said General Conditions of Agreement. 2. We undertake that the Tender Price shall be a firm price, provided that our tender is accepted within 90 days of the date hereof. 3. If this offer is accepted, we will execute such documents in the form of the Contract within 30 days of being called on to do so. 4. We agree that should any error in arithmetic be discovered before acceptance of Tender, such errors may be corrected and the appropriate adjustments made. 5. We undertake to commence the service immediately upon the Council giving their written authority to commence work and it is agreed that time is of the essence. 6. We understand that you are not bound to accept the lowest or any Tender you may receive. 7. Unless and until a formal agreement is prepared and executed, this Tender together with your acceptance thereof in writing shall constitute a binding contract between us. Thereafter the terms and conditions of the Contract shall apply. | |
|  | **Form completed by** |
| Signature |  |
| Name |  |
| Position |  |
| For and on behalf of |  |
| Address |  |
| Date |  |

7 Please complete the Certificate of Non-Collusion.

|  |  |
| --- | --- |
| Declaration | |
| We certify that this is a bona fide Tender, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Tender any of the following acts: -  (a) Communicate to any person the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;  (b) Enter into any agreement or arrangement with any other person that he or she shall refrain from tendering or as to the amount of any Tender to be submitted;  (c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the sort described above.  In this certificate, the word “person” includes any persons and any body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.  **By completing this declaration you are agreeing with the statement above** | |
|  | **Form completed by** |
| Signature |  |
| Name |  |
| Position |  |
| For and on behalf of |  |
| Address |  |
| Date |  |

Commercially Sensitive Information

I declare that I wish the following information to be designated as commercially sensitive.

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The reason(s) it is considered that this information should be exempt under FOIA is:

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The period of time for which it is considered this information should be exempt is [until award of Contract **OR** during the period of the contract **OR** for a period of [NUMBER] years until [MONTH], [YEAR]].

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| --- | --- |
|  | **Form completed by** |
| Signature |  |
| Name |  |
| Position |  |
| For and on behalf of |  |
| Address |  |
| Date |  |