# Schedule 2

# Form of Tender

To: Somerset County Council, County Hall, Taunton Somerset TA1 4DY

In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Having examined the Competition Documents for the delivery of the prescribed Goods, Services or Works, we offer to carry out the said Goods, Services or Works in conformity, without qualification, therewith for the commercial arrangement as described in these Competition Documents including in accordance with the works information and conditions of contract.

We agree that the insertion by us of any conditions qualifying this Bid or any unauthorised alteration to any of the Competition Documents shall not be incorporated into the Contract and may cause the Bid to be rejected.

We agree that this Bid shall remain open to be accepted or not by Somerset County Council (the Authority) and shall not be withdrawn for a period of twelve (12) months from the deadline for the receipt of Bids.

Unless and until a formal Contract is prepared and executed, the Bid together with your written acceptance thereof, shall not constitute a binding Contract between us.

We understand you are not bound to accept the lowest Bid or any Bid you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Bid.

We certify that this is a bona fide Bid, and that we have not fixed or adjusted the amount of the Bid 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 during the procurement process or future contract award any of the following acts:

* Communicating to a person (other than the person calling for those Bids) the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations required for the preparation of the Bid; or
* Entering into any agreement or arrangement with any other person that he shall refrain from Bidding or as to the amount of any Bid to be submitted; or
* Offering or paying or giving or agreeing 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 Bid or proposed Bid for the said work any act or thing of the sort described above.
* Canvassing or soliciting any Member, Officer or Employee of Somerset County Council in connection with the preparation, submission and evaluation of this Bid or award or proposed award of the Contract and that to the best of our knowledge and belief, no person employed by us or acting on our behalf has done or will do such an act; or

We confirm that no person or persons who is a Councillor, Officer, Servant or Agent of the Authority has any direct or indirect interest in, or connection with, us or this Tender.

We confirm that, prior to submitting our Bid, we have:

* carried out a thorough due diligence exercise in relation to the services the subject of these Competition Documents and have asked the Authority all the questions we consider to be relevant for the purpose of establishing whether we are able to provide the said services in accordance with the terms of these Competition Documents;
* we have made our own enquiries as to the accuracy and adequacy of any information supplied to it by or on behalf of the Authority, including professional advice on the implications of TUPE

**We hereby certify that the information and statements provided in the Bid and this Form of Tender are true to the best of our knowledge and belief**

|  |  |
| --- | --- |
| **Name**\* |  |
| **Signature\*** |  |
| **Position**\* |  |
| **Date** |  |
| **Email** |  |
| **Telephone No** |  |

is duly authorised to sign this Bid and give such certificates for and on behalf of:

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name** |  | | |
| **Address** |  | | |
| **Town / City** |  | **Postcode** |  |
| **Signature Date** |  | | |

**Please Note:** A hard copy of this document with original signatures may be requested from Applicants at a later date.

\* If the signatory is not the actual organisation, the capacity in which he/she signs or is employed.

**To be completed and returned with Bid submission. Bids may be disqualified if they are not submitted with this completed schedule.**