# Schedule 5

**Certificate of Confidentiality**

**Note – TUPE**

In order to receive confidential TUPE information prior to submitting a Tender the Applicant must complete, sign and return this document to the Authority through the messaging section of the e-tendering system. On receipt of the signed and completed form, the Applicant will be sent the relevant TUPE information via the e-tendering System.

**Note – Tender Submission**

All applicants are required to submit this schedule with their tender irrespective of whether a previous version was submitted during the Tender Period to view the TUPE information.

I of (add in name of organisation) hereby agree with the Authority on behalf of the organisation that I/we shall not at any time divulge or allow to be divulged to any person any confidential information, relating to information passed to me/us regarding this Tender.

We accept that this Invitation to Tender is supplied to us on condition that it is used in connection with the preparation of Tenders and for no other purpose.

We acknowledge that the information contained in the Invitation to Tender is confidential and we will not without the Authority’s prior written consent copy, reproduce, distribute or pass to any other party, other than as strictly required by our organisation in order to obtain appropriate professional advice or for the preparation of our Tender. Where information is disclosed in such circumstances then we shall only disclose it where an undertaking in the same terms as this Certificate regarding confidentiality is first obtained in writing from the receiving party.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

 Duly authorised to sign tenders and give such certificates for and on behalf of

|  |  |
| --- | --- |
| **Company** |  |
| **Telephone** |  |
| **Postal Address** |  |

**To be completed and returned with Tender submission. Tenders will be disqualified if they are not submitted with this completed Schedule.**