 Community Services Directorate

Integrated Advocacy Service

Form of Tender

Keith Stewart

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June 2018

This document is to be completed in accordance with the Invitation and Instructions for Tendering for receipt, via the London Tenders Portal, with all relevant documentation by no later than **noon on Friday 5th October 2018**



Community Services Directorate

Integrated Advocacy Service

Form of Tender

**CONTRACT FOR: Integrated Advocacy Service**

**Company Name :**

**Address:**

**To the Mayor and Burgesses of the London Borough of Lewisham (“the Council”):**

I/We\* the undersigned, having read and understood the Tender Documentation submitted to me/us\*, hereby offer to undertake on the acceptance of this Tender to perform, execute or otherwise provide the Service tendered for in accordance with the Tender Documents, for the sum of (exclusive of VAT): prices and rates quoted shall be deemed to include the cost of inter alia, all vehicles, expenses, materials, equipment including computer systems, overheads, labour, travel expenses, waiting, personal attendance including evening meetings, data processing, statistical information, reports, accounts, and the contractors general obligations under the conditions of contract and the schedules and other items of work to complete the services to all statutory requirements, professional codes of practice, the contractor's policies and codes, the reasonable satisfaction of the Authorised Officer, to the contract standard, together with all liabilities whether express or implied incurred or incumbent upon the contractor pursuant to the contract.

**Total Price**

[Amount in words]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Amount in figures]: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We\* understand that my/our\* Tender is for the sums/budgets set out in our Proposal and undertake that if this Tender is accepted I/we\* will not, save as expressly provided in the Agreement, be entitled to and will not withdraw the above offer and undertaking and will be subject to and according to the documents provide the Service specified during the Agreement Period.

I/We hereby submit my/our method statement/specification as required by the conditions of the contract of contract of the Instructions for Tenderers

Yes ……. Or No …….

I/We\* agree that the insertion by me/us\* of conditions qualifying this Tender or any unauthorised alteration to any of the Tender Documents shall not amend these documents and may cause the Tender to be rejected.

I/We\* agree that if upon examining the Tender Documents, an error of computation is detected by the Council the Tenderer shall be given details of the error(s) and afforded the opportunity to confirm or withdraw the offer. If confirmed the Tender figure will remain unaltered.

I/We\* agree that this Tender shall remain open for acceptance by the Council and shall not be withdrawn for six calendar months from the last date specified for the receipt of this Tender. I/We\* undertake and agree that if this Tender is accepted by the Council, the said Tender shall from the date of such acceptance form a binding contract between us. Nevertheless I/We\* further undertake to execute a formal agreement for the proper and complete provide the Service.

I/We\* hereby acknowledge that if I/we\*:

a) fix or adjust the prices already shown in my/our\* Form of Tender by or according to any agreement or arrangement with any other person, group or Tenderer; or

b) communicate to any person other than the Council the amount or approximate amount of the sums/budgets shown in my/our\* Proposal(s), except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the Proposal(s), or for the purposes of insurance referred to in these Tender Documents; or

c) enter into any agreement or arrangement with any other person that such other person shall refrain from submitting a Proposal(s) or shall limit or restrict the sums/budgets to be shown by any other Tenderer in its Proposal(s); or

d) shall have offered, given or agreed to give any person any gift or consideration of any kind as an inducement to any person in relation to the Agreement or any other Agreement or contract with the council, or if the like acts shall have been done by any person employed by me/us\* or acting on my/our\* behalf(whether with or without me/our\* knowledge) or if, in relation to any Agreement or Contract with the council, I/we\* or any person employed by me/us\* or acting for me/us\* shall have committed an offence under the Prevention of Corruption Act 1972, or shall have given any fee or reward, the receipt of which is an offence under section 117 of the Local Government Act 1972;

then I/We\* shall be disqualified and my/our\* Tender may accordingly be rejected by the Council at its sole option, provided always that such non-acceptance or rejection shall, be without prejudice to any other civil remedies available to the Council or any criminal liability which conduct by me/us\* may attract.

I/We\* declare that I am/we are\* not party to any scheme, agreement or arrangement by which any Tenderer for the said Services has been or may be reimbursed by any other Tenderer in respect of whole or any part of their Tendering costs.

I/We\* acknowledge that the Council is not contractually bound to consider this Tender and that the issuing of any Tender Documents to me/us\* did not amount to any form of offer for any purpose. I/We\* accept that the Council is not bound to accept any Tender at all.

I/We\* accept that this is a bona fide Tender and that I/We\* hereby warrant and represent to undertake with the Council that:

a) I/We\* have complied in all respects with and understand all parts of the Invitation to Tender.

b) All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by me/us\* or my/our employees concerning this Tender are true, complete and accurate in all respects,

c) I/We\* have not submitted a Tender or entered into the Agreement in reliance upon any representation or statement that may have been made by the Council,

d) I/We\* agree so far as may be legally enforceable, to comply with the Council’s Code of Practice for Contractors, Suppliers and Service Providers which may be amended from time to time.

I/We\* hereby submit my/our\* proposals on the basis that TUPE does/does not\* apply. The reasons for my/our\* belief as to whether TUPE does or does not apply are set out within my/our\* proposals.

**Signed for Tenderer:**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Print name(s) in full** | **Position held by each signatory** (in the case of a company) |
|  |  |  |
|  |  |  |

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Full name of Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State whether sole proprietor YES/NO\* (delete as appropriate)

In case of partnership the full names and address of each partner:

|  |  |
| --- | --- |
| **Name** | **Address** |
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