

Level 1 Strategic Flood Risk Assessment Project Brief

Returnable Forms

Planning and Housing Strategy

Date: 29 January 2024

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Tender reference: DN708908

Part 1: Your information and the bidding model.

You must answer all questions in this Part 1. Please write 'N/A' where appropriate.

Your information	
Question	Response
Name (if registered, please give the registered name)	
Registered address (if applicable) or head office address	
Registered website address (if applicable)	
Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)	
Date of registration (if applicable) or date of formation.	
Registration number (company, partnership, charity, etc if applicable).	
Registered VAT number.	
Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE). b) Sheltered Workshop. c) Public service mutual.	
Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of Persons with Significant Control (PSC) ² , where appropriate ³ : - Name - Date of birth - Nationality	

¹See definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

²UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](#). Overseas bidders are required to provide equivalent information.

³Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

<ul style="list-style-type: none"> - Country, state or part of the UK where the PSC usually lives - Service address - The date he or she became a PSC in relation to the company ; - Which conditions for being a PSC are met: <ul style="list-style-type: none"> - Over 25% up to (and including) 50% - More than 50% and less than 75% - 75% or more <p>(Please enter N/A if not applicable)</p>	
<p>Details of your immediate parent company:</p> <ul style="list-style-type: none"> - Full name of immediate parent company, - Registered or head office address, - Registration number (if applicable), - VAT number (if applicable), <p>Please enter N/A if not applicable)</p>	
<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of ultimate parent company, - Registered or head office address, - Registration number (if applicable), - VAT number (if applicable), <p>(Please enter N/A if not applicable)</p>	

Undertaking

When you have completed the Invitation to Tender, please ensure that:

1. You have answered all the questions.
2. You have provided all documents requested.
3. You have read and signed the undertaking below.

I / We certify that the information supplied regarding the Organisation is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the invitation to tender. I / We understand and accept that false information could result in rejection of the application to be selected to take part in the tender process.

I / We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I / We also understand that any such action will result in rejection of our application to take part in the tender procedure and empower the Council to cancel any contract currently in force.

I / We understand and agree that if our tender is successful that the Organisation will purchase professional indemnity insurance as required if such insurance is not already held.

NB This undertaking is to be signed by a Partner, Director or authorised representative i.e. in their name on behalf of the Organisation.

Signed for and on behalf of the Organisation:	
Signed:	
Position/Status in the Organisation:	
Date:	

Tender Declaration

1. I / We agree that the insertion by me/us of any conditions qualifying this tender or any unauthorised alteration of any of the tender documents shall not affect the requirements of the specification and may cause the tender to be rejected.
2. I / We agree that this tender shall remain open to be accepted or not by the Council and shall not be withdrawn for a period of three months from the date of tender submission.
3. 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.
4. I / We certify that the details of this tender have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person.
5. I / We understand that you are not bound to accept the lowest or any tender you may receive.
6. I / We certify that this is a bona fide tender.
7. I/We understand that Lancaster City Council shall not be liable for any costs incurred by me/us in the preparation of this tender.

Name of the organisation:	
Signed:	
Position/Status in the Organisation:	
Date:	

Declaration of Non-Collusion To:

Delivery of Sustainability Appraisal and Habitats Regulation Assessment Project Brief

The essence of open tendering is that the Council shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, I / We certify that this is a bona fide tender, intended to be competitive and that I / We have not and will not (either personally or by anyone on my / our behalf):

1. Fix or adjust the amount of the tender (or the rate and prices quoted) by agreement with any other person.
2. Communicate to anyone, other than the person calling for this tender, the amount or approximate amount or terms of the proposed tender (except other than in confidence, where essential to obtain professional advice or insurance premium quotations required for the preparation of the tender).
3. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tenders to be submitted.
4. Canvass or solicit any Member, officer or other employee of the Council in connection with the award of this or any other Council contract or tender.
5. Offer, give or agree to give any inducement or reward in respect of this or any other Council contract or tender.

Name of the organisation:	
Signed:	
Position/Status in the Organisation:	
Date:	