**Instructions to Quote:**

# What you must do:

## comply with these instructions or we may have to reject your quotation;

## submit your quotation through the Council’s e-tendering system [www.wolverhamptontenders.com](http://www.wolverhamptontenders.com) (we cannot accept paper quotations);

## treat this Invitation to Quote as private and confidential. Do not disclose the fact that you have been invited to quote or release details of the quotation documents to anyone other than on an 'in confidence' basis to those who have a legitimate need to know;

## reply in English;

## ensure all prices submitted are in Pounds Sterling and exclude Value Added Tax.

## complete all sections of the quotation whether marked as mandatory or not on the e-tendering system;

## make sure your submission covers all of the requirements of the invitation;

## you must satisfy yourselves of the accuracy of any information issued by the Council as no responsibility is accepted by the Council for any loss or damage arising from the use of such information. You must inform the Council of any found irregularities as soon as possible.

## ensure that you submit your quotation on time. It is the Council’s discretion as to whether it accepts late quotations or not.

1. **What you must not do:**

## make alterations to any part of the quotation including pricing schedule and briefing document;

## leave any gaps or omissions in the quotation;

## qualify any quotation;

(unless it has been pre agreed with the Council through the e-tendering system)

## do anything that might distort the competition. If we consider that a cover price (i.e. a bid that is not intended to be considered seriously) has been submitted, we may reject the quotation and may decide not to invite you to quote for future work.

1. **Queries:**

## It is your responsibility to satisfy yourselves about the requirements of the Invitation to Quote. Should you have any queries they should be raised using the Council’s e-tendering system.

## We will endeavour to answer any query promptly however you should submit your queries at the earliest possible opportunity. Where there is insufficient time to answer we may choose not to respond.

1. **Please Note:**

## the Council’s decision as to whether or not a quotation is in an acceptable form will be final.

## the Council is not bound to accept the lowest or any quotation and will not be liable for any expense or loss incurred by yourselves in the preparation of its quote.

## if there appears to be a genuine error in a quote resulting in a disparity between the total of individual prices and the Quoted Sum, where the total of the individual prices is less than the amount entered in the Quoted Sum, the total of the individual prices will prevail. Where the total of the prices exceeds the Quoted Sum, the Quoted Sum will prevail. In both cases you will be given the opportunity to stand by this or withdraw your bid. If this situation occurs the Council can choose to clarify with you to understand what has happened.

# In submitting your quotation you:

## warrant it to be true, complete and accurate in all respects;

## confirm you have the full power and authority to enter into the Contract and carry out the services in your quotation;

## confirm you are of a sound financial standing and have sufficient working capital available to carry out services in accordance with the Contract;

## will be deemed to have read all of the documentation, satisfied yourself as to the nature, extent and character of the services to be supplied, the extent of staff required for execution and supervision and all other matters which may affect your quotation.

# How we will evaluate your quotation - Price

Pricing evaluation will be calculated on the following basis:

* the lowest bid will be scored 100% of the Weighting (stated on the e-tendering System).
* Other prices will be scored pro-rata as below.

Lowest Price x Price Weighting

 Your Price