**Invitation to Tender (ITT)**

**Supplier Response Document**



**Banking Services**

**October 2021**

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**SECTION 1 – SUITABILITY QUESTIONNAIRE**

## 1.1 ORGANISATION DETAILS

This section is forinformation only, but must be completed in full.

The terms 'the organisation' and 'your organisation' used in this document mean your business, company, charity, partnership or any other type of organisation identified below.

|  |  |  |
| --- | --- | --- |
| Full name of the organisation submitting this tender | |  |
| Registered office address: | |  |
| Company registration or charity registration number | |  |
| VAT registration number | |  |
| Name of immediate parent company | |  |
| Name of ultimate parent company | |  |
| Type of organisation:   * public limited company (PLC) * limited company (LTD) * limited liability partnership (LLP) * other partnership * sole trader * third sector (charity) * other (please explain) | | please state which: |
| Are you a Small, Medium or Micro Enterprise (SME)? | | Yes / No |
| **Contact details for questions about this tender** | | |
| **Name:** |  | |
| **Phone:** |  | |
| **Mobile:** |  | |
| **Email:** |  | |

**Sole bidding organisation**

You are a ‘sole bidding organisation’ if this tender is submitted for your company only. If you intend to use sub-contractors, consultants or other partner organisations to deliver the contract, you do not need to identify them in your response\*. Your company will be entirely liable to Folkestone & Hythe District Council (F&HDC) for the delivery of the requirements of the contract.

\*Exception: where sub-contractors will play a significant role in the delivery of the services (e.g. more than 50%) please refer to Section 1.1

**Consortia, partnerships and joint ventures**

If you are tendering for this contract on behalf of a group of companies (a consortium, partnership or joint venture) the following information must be provided:

* Full details of the consortium, partnership or joint venture and
* Information sought in this questionnaire in respect of each of the consortia, partnership or joint venture constituent members as part of a single response.

If you propose to create a separate corporate entity for this contract, you must provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate schedule (how much of the new organisation each member will own).

F&HDC reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation19(6) of the Public Contracts Regulations 2015.

If there is a change in the consortium, partnership or joint venture you must inform F&HDC immediately.

**Special Purpose Vehicles (SPV)**

You are a ‘Special Purpose Vehicle’ (SPV) if you have formed (or will form) a new legal entity for the purpose of bidding for this contract, with the intention that this organisation will be awarded the contract.

In addition the member organisation of the special purpose vehicle will be required to be jointly and severally liable to the Council for the delivery of the requirements of the contract, regardless of

(a) the value of their contributions in respect of the contract sum, time, volume, quality or any other considerations, or

(b) the future organisational or legal standing of the special purpose vehicle.

You must inform F&HDC of any withdrawal of members of the SPV during or subsequent to the ITT so that the implications of such a withdrawal may be assessed.

|  |  |
| --- | --- |
| **Consortia and sub-contracting** (please tick) | |
| 1. Your organisation is bidding to deliver the contract itself |  |
| 1. Your organisation is bidding in the role of prime contractor and intends to use third parties to deliver some of the contract   If more than 50% of the work will be completed by sub-contractors, please complete the sub-contractor information template provided. |  |
| 1. Bidding organisation is a consortium, joint venture or partnership |  |
| 1. Bidding organisation is a special purpose vehicle |  |
| **If your answer is (c) or (d)**  please provide a separate document explaining which member of the group will be responsible for providing each part of the contract. | |

|  |  |
| --- | --- |
| **for non-UK organisations only** | |
| Is your organisation registered with the appropriate trade or professional register(s) in the EU member state where it is established?  If yes, please provide details and any registration numbers. | Yes / No |
| Is it a legal requirement in the state where you are established for you to be licensed or a member of a particular organisation in order to provide the services in this procurement?  If yes, please provide details of what is required and confirm that you have complied with this. | Yes / No |

## 1.2 GROUNDS FOR MANDATORY REJECTION

This Section is **PASS/FAIL.** If you answer ‘yes’ to any question in this section your tender will be rejected.

If you are unsure how to respond you should contact us for advice before completing this form.

If you are bidding as a consortium, partnership, joint venture or special purpose vehicle, your response must apply to all members.

|  |  |
| --- | --- |
| 1.2.1 Details about the grounds for mandatory rejection are set out on online [(go to gov.uk webpage)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).  If your organisation or any other person who has powers of representation, decision or control in your organisation has been convicted anywhere in the world for any of the offenses below within the last 5 years, please mark which. | Answer |
| 1. Participation in a criminal organisation. | Yes / No |
| 1. Corruption. | Yes / No |
| 1. Fraud. | Yes / No |
| 1. Terrorist offences or offences linked to terrorist activities | Yes / No |
| 1. Money laundering or terrorist financing | Yes / No |
| 1. Child labour and other forms of trafficking in human beings | Yes / No |
| 1. Has your organisation been in breach of tax payment or social security contribution obligations? | Yes / No |
| 1.2.2 If you answered "yes" to any of (a) to (f) above, please provide:   * Date of conviction; * which the conviction was for; * the reasons for conviction; and * Identity of who has been convicted   If the relevant documentation is available online, please provide:   * the web address; * issuing authority; and * reference of the documents | |
| Not applicable / [insert details] | |
| 1.2.3 If you answered "yes" to (g) above,   1. provide details. 2. confirm you have paid, or have entered into a binding arrangement to pay, the outstanding sum (and any accrued interest or fines). | |
| Not applicable / [insert details] | |

## 1.3 GROUNDS FOR DISCRETIONARY REJECTION

This Section is **PASS/FAIL.** If you answer ‘yes’ to any question F&HDC is entitled to reject your tender but can choose to allow you to proceed further, after considering your circumstances.

If you answer ‘yes’ to any question, please set out (in 1.3.1) the full details of the relevant incident and any remedial action taken. F&HDC will consider your response before making a decision about whether or not to include your tender in its evaluations or to reject it.

If you are bidding as a consortium, partnership, joint venture or special purpose vehicle:  
your response must apply to all members.

|  |  |
| --- | --- |
| 1.3.1 Details about the grounds for discretionary rejection are set out on online [(go to gov.uk webpage)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).  Do any of the below apply or have applied to your organisation or any other person who has powers of representation, decision or control in your organisation within the last 3 years? | Answer |
| 1. Breach of environmental obligations? | Yes / No |
| 1. Breach of social obligations? | Yes / No |
| 1. Breach of labour law obligations? | Yes / No |
| 1. Bankruptcy or gone into liquidation or receivership? Or currently subject to proceedings for the appointment of a receiver, manager or administrator on behalf of a creditor? | Yes / No |
| 1. Committed an act of grave misconduct in the course of your business or profession?   Or been convicted of a criminal offence relating to the conduct of your business or profession? | Yes / No |
| 1. been significantly or persistently deficient in the performance of a previous public contract, leading to early termination of the contract, damages, or other comparable sanctions | Yes / No |
| 1.3.2 Conflict of interest | |
| 1. Is any officer, employee or consultant of your organisation an employee or ex-employee of F&HDC or in any way connected to an employee or ex-employee of F&HDC?   Or Is any officer, employee or consultant of your organisation an elected member of the Authority or someone who has been an elected member? | Yes / No |
| 1. Is any officer, employee or consultant of your organisation involved in any other organisation that may be interested in bidding for F&HDC services under this tender process? | Yes / No |
| 1. Been involved in the preparation of this procurement process, design of services, or tender documents? | Yes No |
| 1. Obtained or attempted to obtain confidential information,   or entered into unlawful agreements with competitors whose to restrain or distort competition,  or influenced or attempted to influence the evaluation panel or F&HDC  in the process of preparing this tender? | Yes / No |
| 1. Aware of any other conflicts of interest in submitting this tender or which may occur in delivering the services? | Yes / No |
| 1.3.3 If the answer to any of the criteria listed in 1.3.1 or 1.3.2 above is “yes”, please give details, including action has been taken to remedy the situation. | |
| Not applicable / [insert details] | |

## 1.4 INSURANCE

This Section is **PASS/FAIL.** Your organisation will fail if it does not hold or is unwilling to obtain the minimum levels of insurance required.

You are not required to submit any evidence at this time. If you are successful, you will be asked to provide evidence in the form of copies of policies, letters of confirmation from insurers (or Brokers).

If you are bidding as a consortium, partnership, joint venture or special purpose vehicle,   
you must be adequately covered as a whole but may do so through any combination of policies of member organisations.

|  |  |
| --- | --- |
| 1.5.1 Is your Public Liability indemnity cover greater than £5 million GBP per incident? | Yes / No / Can Obtain |
| 1.5.2 Is your Employers Liability cover greater than £5 million GBP per incident (or the amount required by law)? | Yes / No / Can Obtain |

## 1.5 HEALTH & SAFETY

If you are bidding as a consortium, partnership, joint venture or special purpose vehicle,   
the lead member must ensure that this information is shared with all members. The lead member must confirm that all members understand and agree their obligations in this section.

Your organisation must:

* Ensure that its entire workforce and all sub-contractors will comply with all relevant health and safety legislation as well as any requirements or instructions from F&HDC.
* Have appointed a competent person with overall responsibility for health and safety that is duly authorised in the organisation.
* Have processes in place for the identification of training needs and delivery of training to its workforce appropriate to the work for which it is bidding.
* Have processes in place for the development of risk assessments and method statements relevant to the nature of the work for which it is bidding that will identify, manage and mitigate associated risks and hazards.

If your organisation has five or more employees

* have in place a written health and safety policy as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to your workforce. This policy must provide details of the competent person or persons that have been appointed on behalf of the organisation to undertake the measures needed to comply with the requirements and prohibitions of the Management of Health and Safety at Work Regulations 1999.

F&HDC may verify your compliance with the above requirements at any stage of the procurement process or during the life of the contract, by means of policy checking, validation of accreditations, site audits or any other method it deems appropriate.

Further information on employers’ health and safety obligations can be found on the Health and Safety Executive website at [hse.gov.uk/simple-health-safety/index](https://www.hse.gov.uk/simple-health-safety/index.htm).

Specific guidance on how to write a policy and risk assessment is available at [hse.gov.uk/simple-health-safety/write](http://www.hse.gov.uk/simple-health-safety/write.htm).

|  |  |
| --- | --- |
| Please confirm that you understand and agree to your obligations as described above | Yes / No |

## 1.6 equality & diversity

If you are bidding as a consortium, partnership, joint venture or special purpose vehicle,   
your response must apply to all members.

|  |  |
| --- | --- |
| 1.6.1 Does your organisation comply with its legal obligations under the Equality Act 2010, relating to the protected characteristics as follows? | Answer |
| Age | Yes / No |
| Disability | Yes / No |
| Gender reassignment | Yes / No |
| Marriage and civil partnership | Yes / No |
| Pregnancy and maternity | Yes / No |
| Race | Yes / No |
| Religion or belief | Yes / No |
| Sex | Yes / No |
| Sexual orientation | Yes / No |

|  |  |
| --- | --- |
| 1.6.2 In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?  Or in comparable proceedings in any jurisdiction other than the UK? | Yes / No |
| 1.6.3 In the last three years has any finding of unlawful discrimination been made against your organisation as a result of a formal investigation by the Equality and Human Rights Commission (EHRC) or any relevant statutory European Body? | Yes / No |
| 1.6.4 If the answer to either 1.6.2 or 1.6.3 was **Yes**, provide the following information:  (a) If your organisation was required to take action, did the action taken satisfy the relevant organisation?  (b) what action your organisation was required to take  (c) what action your organisation took. If your organisation did not take the required action, explain why not.  You may be excluded if you are unable to demonstrate to F&HDC's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination occurring in the future. | |
| Not applicable / [insert details] | |
| 1.6.5 If you use sub-contractors, do you have processes in place to check whether any of the above apply to your sub-contractors? | Yes / No  / Not applicable |

## 1.7 modern slavery

|  |  |
| --- | --- |
| 1.7.1 Section 54 of the Modern Slavery Act 2015 requires organisations with a turnover of  £36 million or more to develop a slavery and human trafficking statement each year.  Does this requirement apply to your organisation?  Guidance about the Modern Slavery Act 2015 can be found online ([go to gov.uk webpage](https://www.gov.uk/government/publications/transparency-in-supply-chains-a-practical-guide/transparency-in-supply-chains-a-practical-guide#who-is-required-to-comply)) | Yes / No |
| 1.7.2 If you have answered 'yes' to 1.7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  **If yes**, provide the web address where your report can be found  **If no**, please explain. | Yes / No |

## 1.8 Whistleblowing

|  |  |
| --- | --- |
| 1.8.1 Do you have a Whistleblowing policy in place; or do you agree to have in place or adopt F&HDC's Whistleblowing policy by contract award?  ([go to F&HDC's policy page](https://folkestone-hythe.gov.uk/your-council/policies-plans-and-documents/policy-documents)) | Yes / No |

## 1.9 Genergal Data PRotection

|  |
| --- |
| 2.2.1 Do you have the resources, systems and procedures in place to ensure your organisation will comply with the General Data Protection Regulations and F&HDC's information management policies while performing the contracted services?  If **no**, please detail what measures will be in place before the contract starts. |
| Yes / No  [details] |

# SECTION 2 –TECHNICAL and quality QUESTIONS

## 2.1 HEADLINE QUESTIONS

Please note that these questions are pass/fail (a YES will be a pass, a NO will be a fail)

|  |  |
| --- | --- |
| Do you provide full banking services (i.e. similar to the services being sought by F&HDC including paper clearing, BACS and CHAPS processing) to at least 3 other local authorities of a similar size and nature to the Council? | Yes / No |
| Tenderers must be authorised to act as a bank and provide all the required services in the UK.  Do you currently hold appropriate FCA and PRA registration? | Yes / No |

## 2.2 WEighted QUESTIONS

|  |  |
| --- | --- |
| **Q1. Relationship Management (10%)**  Please provide:   1. Information on the roles / responsibilities of the key members of the proposed relationship management team. 2. The proposed relationship team’s specific experience of working with local authorities and other organisations with similar banking requirements 3. Outline proposals for service delivery review meetings   Scores 0-5 will be allocated based on the following schedule | |
| **Score** | **Evaluation Criteria** |
| 5 | The response provides comprehensive detail of a robust and effective approach to relationship management. The proposed team have experience of working with a significant number of local authorities. |
| 4 | The response provides in sufficient detail of an effective approach to relationship management. The proposed team have experience of working with local authorities. |
| 3 | The response provides in sufficient detail an adequate approach to relationship management. The proposed team has some experience of working with local authorities. |
| 2 | The response details an approach to relationship management; however this is limited in some minor areas and/or is limited in detail. The proposed team has limited experience of working with local authorities. |
| 1 | The response details an approach to relationship management; however this is extremely limited and does not provide sufficient detail. The proposed team has no experience of working with local authorities or specific details of experience have not been provided. |
| 0 | No response or the response is not relevant |
| Response a) *(Max 500 words)* | |
| Response b) *(Max 500 words)* | |
| Response c) *(Max 500 words)* | |

|  |  |
| --- | --- |
| **Q2. Service Delivery & Query Resolution (10%)**  Please provide:   1. Details of the team that will be responsible for dealing with day to day service issues (e.g. transaction queries, mandate instructions, correction of bank errors etc). This should include details of relevant experience. 2. Details of the process for raising queries / issues together with details of the method of response. Examples of historic response times should also be provided. 3. Escalation procedures to be followed when timescales are not met or when the quality of service falls below an acceptable level. 4. Indicative details of how the Council will be compensated if service levels fall below an acceptable level or if agreed timescales are not met.   Marks 0-5 will be allocated based on the following schedule: | |
| **Score** | **Evaluation Criteria** |
| 5 | The response provides comprehensive detail of a particularly effective approach for all four requirements |
| 4 | The response provides sufficient detail to adequately approach all four requirements. For three of the requirements the response provides details of a particularly effective approach. |
| 3 | The response provides sufficient detail to adequately approach all four requirements. For two of the requirements the response provides details of a particularly effective approach. |
| 2 | The response provides sufficient detail to adequately approach all four requirements. For one of the requirements the response provides details of a particularly effective approach. |
| 1 | The response provides sufficient detail to adequately undertake all four requirements. |
| 0 | All four requirements have not been addressed. |
| Response a) *(Max 500 words)* | |
| Response b) *(Max 500 words)* | |
| Response c) *(Max 500 words)* | |
| Response d) *(Max 500 words)* | |

|  |  |
| --- | --- |
| **Q3. Implementation (10%)**  Please provide details of:   1. How you propose to plan and manage the implementation project. This should include proposals for the initial scoping meeting and ongoing progress meetings. 2. The experience and expertise you will deliver in the implementation project. Details of other similar implementations (i.e. for local authorities) the proposed team has undertaken. Note that this question relates to the proposed implementation manager/team so responses should not include details of implementation projects completed by other teams/managers. 3. A key requirement of the implementation project is the early allocation of sort codes/account number for the main account (i.e. so details can be printed on the relevant demands). How quickly can you provide account details following contract award and what documents/information will you require from the Council in order to do so? 4. How you will minimise the need for Council resources during the implementation process.   Marks 0-5 will be allocated based on the following schedule: | |
| **Score** | **Evaluation Criteria** |
| 5 | The response confirms that no implementation project will be necessary or the response provides comprehensive detail of a particularly effective approach for all four requirements |
| 4 | The response provides sufficient detail to adequately approach all four requirements. For three of the requirements the response provides details of a particularly effective approach. |
| 3 | The response provides sufficient detail to adequately approach all four requirements. For two of the requirements the response provides details of a particularly effective approach. |
| 2 | The response provides sufficient detail to adequately approach all four requirements. For one of the requirements the response provides details of a particularly effective approach. |
| 1 | The response provides sufficient detail to adequately undertake all four requirements. |
| 0 | All four requirements have not been addressed. |
| Response a) *(Max 500 words)* | |
| Response b) *(Max 500 words)* | |
| Response c) *(Max 500 words)* | |
| Response d) *(Max 500 words)* | |

|  |  |
| --- | --- |
| **Q4. Social Value (5%)**  Please provide details of:   1. The arrangements you will make to recruit local apprentices, reach long term local unemployed and trainees, creating part-time and flexible opportunities to increase for single parents seeking employment and people with disabilities. 2. Facilities/arrangements you will make available to provide local residents with bank account facilities (i.e., residents that have historically been declined for bank account facilities). 3. Details of staff time you will make available to support local community projects. 4. Financial education that can be provided in local schools and other establishments (e.g. financial/technology workshops for elderly residents)   Marks 0-5 will be allocated based on the following schedule: | |
| **Score** | **Evaluation Criteria** |
| 5 | The response provides comprehensive detail of a particularly effective approach for all four requirements |
| 4 | The response provides sufficient detail to adequately approach all four requirements. For three of the requirements the response provides details of a particularly effective approach. |
| 3 | The response provides sufficient detail to adequately approach all four requirements. For two of the requirements the response provides details of a particularly effective approach. |
| 2 | The response provides sufficient detail to adequately approach all four requirements. For one of the requirements the response provides details of a particularly effective approach. |
| 1 | The response provides sufficient detail to adequately undertake all four requirements. |
| 0 | All four requirements have not been addressed. |
| Response a) *(Max 500 words)* | |
| Response b) *(Max 500 words)* | |
| Response c) *(Max 500 words)* | |
| Response d) *(Max 500 words)* | |

|  |  |
| --- | --- |
| **Q5. Carbon Emissions (5%)**  F&HDC has made a climate pledge and aims to become carbon neutral by 2030. Details on the action the Council is taking can be found at [folkestone-hythe.gov.uk/climatechange](https://www.folkestone-hythe.gov.uk/climatechange).  Please explain how you will mitigate or eliminate the carbon impact of activities carried out under this contract. This can include action your organisation is already taking or plans to implement during the initial period of the contract.  Your answer should include details of how you will monitor these commitments in a measurable way. If your organisation is appointed, you may be asked to report on the delivery of these commitments as part of annual service reviews.  Marks 0-5 will be allocated based on the following schedule: | |
| **Score** | **Evaluation Criteria** |
| 5 | A very comprehensive response which goes above and beyond to answer the question. The response includes detailed information on how commitments will be monitored in measurable way. |
| 4 | A comprehensive response that includes information on how commitments will be monitored in measurable way. |
| 3 | An acceptable response that provides an adequate level of detail. |
| 2 | Limited information provided, and/or a response that is inadequate or only partially addresses the question. |
| 1 | Inadequate detail provided and some of the questions not answered, and/or some of the answers to questions are not directly relevant to the question. |
| 0 | Response to the question significantly deficient or no response given. |
| Response *(Max 1,500 words)* | |

## 2.3 INFORMATION QUESTIONS

This section is forinformation only, but must be completed in full.

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| --- |
| **Q6. Cheque Deposits**  As indicated in the Specification, cheques are currently deposited by security carrier at the current bank’s cheque processing centre.  Although the pricing schedule must be completed assuming cheques continue to be deposited in this way, the Council would like to consider the option of depositing bulk images of cheques.  Tenderers must therefore outline proposals for the deposit of cheque images. Proposals must include:   * When the service is likely to be launched (if it is not currently available) * Indicative transaction tariffs compared to the tariffs for depositing cheques at a processing centre * A step-by-step guide on the procedure for depositing cheque images * Scanning hardware requirements and whether this can be provided as part of the contract |
| Response: *(Max 500 words)* |

|  |
| --- |
| **Q7. Debit Interest**   1. What debit interest margin will be applied to overdrawn balances within the agreed overdraft facility? 2. Will the proposed margin/rate be fixed for the full contract period? 3. What debit interest rate will be applied to overdrawn balances in excess of the agreed overdraft facility?   This question is for information only and will not be scored. |
| Response a) *(Max 50 words)* |
| Response b) *(Max 50 words)* |
| Response c) *(Max 50 words)* |

|  |
| --- |
| **Q8. Credit Interest**   1. What credit interest rate will be paid on credit balances? 2. Will the proposed margin (i.e. below Base Rate) be fixed for at least the first 12 months of the contract? 3. Will the Council need to move funds manually to a separate interest bearing account or will interest be paid without any manual intervention? (E.g. will interest be paid on the credit balance held in the main account or can an automatic transfer operate sweeping the net surplus balance of the pool to a separate interest bearing account)? |
| Response a) *(Max 50 words)* |
| Response b) *(Max 50 words)* |
| Response c) *(Max 50 words)* |

|  |
| --- |
| **Q9. Discount** (Information only)  Please confirm whether an initial discount is proposed (e.g. to offset the cost of moving bank or as a loyalty bonus).  If a discount is proposed, please explain how this will be calculated (e.g. if a free banking period is offered what transactions are included/excluded from the free period).  **PLEASE NOTE** the estimated discount must be included in the Pricing Schedule where indicated. |
| Response *(Max 100 words)* |

# SECTION 3 – PRICING SCHEDULE

Complete **Appendix B – Price Schedule** with the proposed tariffs and estimated costs over the initial 5 year contract period. The prices submitted must **exclude** Value Added Tax.

The pricing schedule includes all anticipated transaction type and costs. However, you may add lines for any other costs that will be incurred as part of the contract.

# SECTION 4 – DECLARATIONS

TO: The District Council of Folkestone and Hythe (F&HDC)

PROVISION OF: Banking Services

REFERENCE: DN393875

On behalf of [insert your organisation name], I offer to provide the supplies, services and/or works to F&HDC as specified in the tender documents, commencing and continuing for the period specified in those documents (including any option to extend).

The tender documents consist of:

* Invitation to Tender Instructions
* Specification
* my organisation's completed Price Schedule
* my organisation's proposed Terms & Conditions
* this response document
* and any documents I have submitted with this response document   
  (listed on the first page)

If this offer is accepted, we will execute such documents as maybe appropriate in order to create a binding contract between F&HDC and ourselves.

I agree with the Council in legally binding terms to comply with the provisions of confidentiality set out in the **Invitation to Tender Instructions**.

I understand F&HDC is not obliged to accept the tender with the lowest cost or any tender.

I accept that any costs incurred in preparing this tender are at my organisation's own cost and F&HDC will not provide any reimbursement of these costs for unsuccessful or successful tenders.

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

I declare our tender has not been calculated by agreement or arrangement with any person other than F&HDC and that the pricing information for our tender has not been shared with any person before the Tender Return Date and not without the written consent of F&HDC.

I declare no person at my organisation has canvassed or solicited any member, officer, employee or agent of F&HDC in connection with the award of the Contract and that no person will do so before F&HDC completes the evaluation process.

I warrant that I have all requisite authority to sign this tender and confirm that I have complied with all the requirements of the tender process described in the **Invitation to Tender Instructions** and this **Invitation to Tender supplier response document.**

|  |  |
| --- | --- |
| Signature: |  |
| Name & job title: |  |
| Dated: |  |
| For and on behalf of: |  |