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| **Annex 2** **Template for Form of Offer**  |
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| **Invitation to Tender****for** **Ward 14 Passenger Lift Refurbishments** **Ref. MKUH ITT 165** |
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 Standing Way

 Eaglestone

 Milton Keynes

 MK6 5LD 01908 660033

 www.mkhospital.nhs.uk

Dear Sir/Madam

We have thoroughly read and understood the contents of this document and have visited the site to ascertain the requirements therein. In accordance with the terms and conditions stipulated, we agree to execute all requirements for the Ward 14 Passenger Lift Refurbishments.

1. We have not communicated, and will not communicate, to anyone else, even approximately, what our tender price is or will be before the deadline for delivery of tenders with the sole exception that if we need an insurance quotation to calculate our tender price, we may then give our insurance company or brokers any essential information they ask for so long as we do so in strictest confidence. We have not tried and will not try to obtain any information about anyone else’s tender or proposed tender before the deadline for delivery of tenders. We have not made and will not make any arrangement with anyone else about whether or not he or she should tender, or about his or her tender price.

We offer to carry out the whole of the Works as described in and in accordance with the documents referred to in this tender for the sum of £………………. (Ex VAT)

Contract Sum (Ex VAT) in words

 …………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………………………………………….

This is a firm price tender and will be held for acceptance for a period of ninety days from the date hereof.

We further undertake, in the event of your acceptance, to execute with you a form of contract embodying all the conditions and terms contained in this offer and further agree that unless or until a formal Agreement is prepared and executed, this offer, together with written acceptance thereof, shall constitute a binding contract.

Signed .......................................................................

Name (block letters) ........................................................................... in the capacity of

........................................................................................................................................

........................................................................................................................................

Duly authorised to sign tenders for and on behalf of

........................................................................................................................................

Postal Address (including postcode)

…………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………

Telephone No: ................................................

Fax No: ................................................

Email: ................................................

Date: ................................................

**The Trust does not bind itself to accept the lowest or any tender nor to remunerate any of the parties for the trouble and expense incurred in tendering.**