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| 1. **form of tender**
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* 1. TO: **FORM OF TENDER**
		+ 1. Tender for: The Services, Delivery and Support of the Provision of a Communications Best Practice Resource
			2. To: Health Education England (HEE)
		1. I/We have received the following documents (strike out any that are not applicable) and have included in the Schedule of Prices for all requirements contained within them:-
			1. Tender Document – MS Word
			2. Pricing Schedule – xls format
		2. I/We agree that the aforementioned documents together with our submission documents and **our** acceptance will form part of the tender and any contract agreement.
		3. In the event of acceptance of this tender, I/We agree to execute within 15 days of request a formal written contract to be prepared by HEEs and comprising the Tender Document, including my/our tender responses. Until and unless such an agreement is executed, your written acceptance together with the above documents will constitute the contract between us
		4. I/We agree that my/our tender shall be submitted on the preconditions stipulated in the Instructions for Tender
		5. I/We agree that this tender, without modification, shall remain open for acceptance by HEE for a period of **30 Days** from the closing date stated for delivery or receipt of tenders.
		6. I/We confirm that the information supplied to HEE and forming part of this Tender, was true when made and remains true and accurate in all respects. I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required
		7. I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender
	2. **BEFORE RETURNING THIS TENDER PLEASE ENSURE THAT YOU HAVE:**
		1. Answered all questions appropriate to your application;
		2. Enclosed any relevant documents ensuring that all enclosures are clearly marked with the name of your organisation and the number of the question to which they refer;
		3. Completed and Signed the below form of tender;
		4. Any supporting information has been presented in the same order and is referenced to the relevant question and has been consolidated ideally into a single additional document

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| TENDERER'S SIGNATURE |        |
| (full name of authorised signatory in capitals) |
|        |
| For and on behalf of: |  |
|        |
| (name of tenderers): |  |
|        |
| of (full address): |  |  |
|        |
|        |
| Registered No. and Registered Office if a Company: |
|        |
|        |
| Telephone No. |        |
| Email |        |
| Date |        |

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| 1. **price schedule**
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The Tenderer shall comply with all the terms and conditions contained herein relating to Pricing

* 1. This Schedule shall include all costs related to delivering the services detailed in the ‘Statement of Requirements/Specification, including all correspondence, reports to be submitted, administrative costs, taxes, insurance, travel or accommodation and any other disbursements or charges.
	2. The Tenderer shall ensure that they have read all the Tender Documents in conjunction with this Schedule and the conditions of contract.
	3. All costs associated with the provision of the Goods and Services are deemed to be included in the charge
	4. All costs shown are to be exclusive of VAT (which will be added at the prescribed rate) and fixed for the first year of the contract, after which a cost control mechanism will be agreed with the successful tenderer prior to award of contract
	5. No price variation will be considered otherwise than in accordance with the terms and conditions.
	6. The totals for each schedule shall be carried forward to the Summary schedule, where appropriate.
	7. The Tenderer shall expand these pricing schedules to include all associated services proposed to meet the requirements defined herein.
	8. Pricing Schedules shall be completed and provided in Excel or Word format (PDF will not be accepted) with the Tenderers response in accordance with the Instruction to Tenderers.
	9. Tenderers shall provide supporting summary notes for all priced elements to identify all assumptions and constraints against their proposed service offering.
	10. The Tenderer may submit any proposals for discount to be given for volume of business awarded schemes and such schemes may be on a retrospective basis.
	11. All prices quoted in the Tender must be in Sterling.
	12. It is understood that the procurement process including the negation process, may require the issuing of various iterations of the tender. However HEE reserves the right to award the contract following evaluation of the first iteration of the Tender, without the need for negotiation.