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**Form of Tender**

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FOR

**HAC5901 Sanctuary Scheme Project**

**HAC5895 Learning Disabilities Employment Support and Skills Service**

# TO: THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF TOWER HAMLETS MULBERRY PLACE, 5 CLOVE CRESCENT LONDON E14 2BG

**PART 1**

1.1 Having examined the Invitation to Tender and all other tender documentation, and accepted all the requirements as set out in the ITT and in the contract’s terms and conditions, I/We the undersigned hereby agree to submit a Tender for the Provision of the above mentioned contract and to execute the whole of the Service required in accordance with the Cost Schedule/ Price document at a firm price of:

Amount in words

­­­­­­­­­­­­­­­­­­Amount in words

£ Amount in figures

1.2 These rates/prices are exclusive of VAT.

1.3 I/We understand that the Council does not intend to accept and/or pay any increase in case of changes to the London Living Wage. Therefore I/We confirm that this has been taken into account before submitting the Cost Schedule.

1.4 I/We agree to supply all labour, equipment and materials required to perform the services as set out in the Specification and in accordance with any other incorporated documents referred to in Section 2 of the Instructions to Tenders.

1.5 I/We agree that if, before acceptance of this tender offer, obvious pricing or arithmetical errors are discovered in the Pricing Document submitted by me/us, these errors will be dealt with, in accordance with the NBS Guide to Tendering.

1.6 The Contractor will be offered to stand by this tender in the sum as submitted, or withdraw his tender, and that any errors found will be corrected and a compensating adjustment made to the Main Summary to the Contract Sum Analysis.

1.7 I/We understand that the Council is under no obligation to accept our tender and may accept or may reject my/our tender.

1.8 I/We agree that the insertion by me/us of any conditions qualifying this Tender or any unauthorized alteration to any of the Tender documents shall cause the Tender to be rejected.

1.9 I/We agree that this Tender shall remain open to be accepted or not by the Council and shall not be withdrawn for **a period of 90 days from the Tender submission date.**

1.10 If the tender is accepted I/we will endeavor to execute the form of the Contract within 30 days of being called upon to do so with each party bearing its own expenses in relation to the execution thereof.

1.11 If my/our Tender is accepted I/we will, if and when required by the Council, procure that my/our ultimate holding company will endeavor to execute and deliver to the Council a Deed of Guarantee in the form of annexed to the Guarantee Undertaking herewith.

1.12 I/We certify that this is a bona fide Tender and that I/we am/are authorised to submit the same by the company/firm.

**PART 2**

As set out in the invitation to tender, the initial evaluation of the tender will be a compliance check against all mandate requirements and that all documents requested have been submitted.

2.1 I/We confirm that in compliance with the requirements set out in your Invitation to Tender I/We have completed and enclosed the following documents:

|  |  |
| --- | --- |
| Mandatory Requirements | Confirm Submission |
| Price |  |
| Quality Method Statements |  |
| Confidentiality Agreement |  |
| Subcontractor or Consortium Member |  |
| Bona Fide and Anti-Collusion Certificate |  |
| Freedom of Information |  |
| Schedule 9 – Processing Personal Data (to be completed if applicable) |  |

2.2 The bidder agrees and confirms that he has read and accepted the contents of the Schedules listed below.

|  |  |
| --- | --- |
| Mandatory Requirements | Tick to Confirm Agreement |
| Schedule 6: Bona Fide Tendering and Anti Collusion Certificate |  |
| Schedule 10c: Supply Chain Ethical Code of Conduct |  |
| Document 11– Schedule 9: Processing Personal Data |  |

The bidder agrees that by signing this Form of Tender he has reiterated his acceptance of its terms including the contents of the Appendices contained in the FOT.

I/We confirm that we/am authorised to complete this Form of Tender.

|  |  |  |
| --- | --- | --- |
| Full Name and address of bidding company/firm | |  |
| Company registration number (if incorporated) | |  |
| Company/firm registered address if different from above | |  |
| Registered Office (if different from the above) | |  |
| Signature on Behalf of Bidding Firm | |  |
| Position in Company/firm | |  |
| Contact Details | Land Line |  |
| Mobile |  |
| Email |  |