**Form of Quotation**



Ealing Council

Contract for Electrical Maintenance & Minor Works

2189c – Aerials

Part B1

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Form of Quotation

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**CONTENTS**

1. Supplier’s Contact Details – to be completed by the Supplier

2. Acknowledgement and Undertaking – to be completed by the Supplier

3. Offer – to be completed by the Supplier

4. Statement of Interest – to be completed by the Supplier

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| The form of quotation is in four parts : the Supplier’s contact details, the acknowledgement and undertaking, the offer and the statement of interest. You must complete and return all four parts.  Each part must be completed in ink and signed by hand by representatives who are authorised to make the quotation on your behalf.  The documents that you send the Council must be the original signed copies : **photocopies or scanned copies are not acceptable and will result in your quotation being rejected**.  If you are submitting an electronic quotation the form of quotation must be a scanned original, e-signatures will not be accepted |

**PART 1**

**SUPPLIER’S CONTACT DETAILS**

|  |  |
| --- | --- |
| Name of Supplier : | |
|  | |
| Registered office address : | |
|  | |
|  | |
|  | |
| Business address (if different) : | |
|  | |
|  | |
|  | |
| Name of Contact : | |
| Tel. no. : | Fax no. : |
| E-mail address : | |

**PART 2**

**ACKNOWLEDGEMENT AND UNDERTAKING**

1. We acknowledge that Ealing Council has invited us to quotation for the contract for **2189c – Aerials** as described in the Preliminaries and the Employer’s Requirementsset out in Part C and the terms and conditions set out in Part B of the invitation to quotation.

2. We acknowledge that we have examined the Preliminaries, Employer’s Requirements and the terms and conditions of contract and have had the opportunity to ask Ealing Council for clarification and to propose changes before we submit our quotation. We acknowledge that we have received notice of any changes to the Employer’s Requirements or the terms and conditions or both that Ealing Council are prepared to accept.

3. We acknowledge that Ealing Council has made clear to us that it will not enter into any negotiations whatsoever on the Employer’s Requirements or the terms and conditions of contract after the latest date for submission of quotations.

4. In consideration of Ealing Council inviting us to quotation for this contract, we agree and declare that our quotation is not qualified by or conditional upon any changes to the Employer’s Requirements or the terms and conditions of contract, other than those (if any) which Ealing Council has advised us it is prepared to accept.

5. We undertake that, if our quotation is acceptable to Ealing Council, we will not seek to introduce or negotiate any changes either to the Employer’s Requirements or to the terms and conditions of contract nor to delay execution or signature of the contract documents by reason of any such changes.

6. We acknowledge that we have had the opportunity to take legal, commercial and insurance advice from our professional advisers before making this quotation.

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| --- |
| Signed : |
| Name IN CAPITALS : |
| Position in company : |
| This signatory is authorised to sign this Acknowledgement and Undertaking for and on behalf of the Supplier |
| Date : |

**PART 3**

**OFFER FOR THE CONTRACT FOR 2189C – AERIALS.**

**To: The Council of the London Borough of Ealing, Town Hall, New Broadway, London, W5 2BY.**

1. We have examined the instructions to suppliers, Employer’s Requirements, conditions of contract, and all other Invitation To Quotation documents issued by the Council for the supply of works and services in connection with the above contract ("the Works/Services").
2. We hereby offer and undertake to provide the Works/Services throughout the duration of the contract in conformity with the Employer’s Requirements, the conditions of contract, our quotation proposals and all appendices, pricing documents and other quotation documents submitted herewith for the sum of :

|  |  |
| --- | --- |
| Price in words  **pounds** | |
| Price in figures  **(£ )** | **exclusive of VAT.** |

2. Should our quotation be accepted, we undertake to execute a formal agreement incorporating the documents mentioned above. Until such an agreement is executed, this Form of Quotation and the acceptance hereof by the Council shall constitute a binding contract between us.

3. We acknowledge and understand that the insertion by us of any conditions qualifying our quotation or any unauthorised alteration to any of the quotation documents shall cause our quotation to be rejected.

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| 4. We understand and accept the Council’s requirement for genuine competition in quotation procedures, in order to achieve best value. In consideration of your inviting us to quotation, we undertake not to do any of the acts (a) to (f) mentioned below. We understand that you will reject our quotation if you have reason to believe we have done any of those acts, or have otherwise jeopardised the genuine competition of the quotation procedure and that you may report us to the Office of Fair Trading or the Metropolitan Police or both. We understand that you may take steps, including proceedings through the courts, to recover from us any costs or losses incurred by the Council as a result of our anti-competitive behaviour.  We certify that this is a bona fide quotation and we have not :  (a) entered into any agreement with any other person with the aim of preventing quotations being made or as to the amount of any quotation or the conditions upon which any quotation is made;  (b) informed any other person of the amount or approximate amount of our quotation or any other details of our quotation, except where such disclosure was necessary to obtain insurance quotations required for the preparation of the quotation or to take advice from our legal and financial advisers;  (c) caused or induced any person to enter into such an agreement as mentioned in paragraph (a) above or to inform us of the amount or approximate amount of any other quotation for the contract;  (d) sought or obtained any confidential information from an employee, ex-employee, consultant or member of the Council;  (e) directly or indirectly canvassed any member, officer, servant or agent of the Council concerning the acceptance of any quotation or directly or indirectly obtained or attempted to obtain from any member or officer, information concerning any other supplier or any quotation submitted by another supplier;  (f) offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this quotation or any other quotation or proposed quotation for the Works/Services any act of the sort described in paragraphs 4(a), (b), (c), (d) or (e).  We also undertake not to do any of the acts mentioned in paragraphs 4(a), (b), (c), (d), (e) or (f) before the latest date and time specified for return of quotations for the contract. In this paragraph, “person” includes companies, firms and unincorporated associations and “agreement” includes any arrangement, whether formal or informal and whether legally binding or not.  We also certify that we are not a party to any scheme or arrangement under which any other supplier may be reimbursed any part of his/her quotation cost. |

5. We agree that the Council may, at its sole discretion, contact any third parties quotationd in our quotation proposals and may, if it so wishes, make inspections of completed projects, the details of which will be provided, if required by the Council

6. We agree that this quotation shall remain open for acceptance by you and shall not be withdrawn for a period of **120 days** from the latest date for return of quotations.

7. We acknowledge that you are not bound to accept the lowest or any quotation you may receive, and that you will not pay any expenses incurred by us in connection with the preparation and submission of this quotation.

8. We acknowledge that the Freedom of Information Act 2000 gives a general right of access to information held by public authorities and that the Council's decision on what information will be released in response to an access request is final. We understand that the Council may apply relevant exemptions in appropriate cases.

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| --- |
| 1. Signed : |
| Name IN CAPITALS : |
| Position in company : |
| This signatory is authorised to make this Offer for and on behalf of the Supplier |
|  |
| 2. Signed : |
| Name IN CAPITALS : |
| Position in company : |
| This signatory is authorised to make this Offer for and on behalf of the Supplier |
|  |
| Date of Offer : |

**PART 4**

**STATEMENT OF INTEREST**

Any organisation failing to disclose relationships may be disqualified from being invited to quotation.

I / we confirm that no officer, employee or consultant of our organisation is an employee or ex-employee of the Council.

I / we confirm that no officer, employee or consultant of our organisation is connected to an employee or ex-employee of the Council.

I / we confirm that no officer, employee or consultant of our organisation is an elected member of the Council or someone who has been an elected member in the last 4 years.

I / we confirm that no officer, employee or consultant of our organisation is related to or otherwise connected with an elected member of the Council

I / we confirm that no officer, employee or consultant of our organisation is involved directly, or indirectly, in providing services to the Council

I / we confirm that no officer, employee or consultant of our organisation, is involved in any other organisation/company that may be interested in bidding for the Council’s services under this quotation / quotation procedure

Please use this space to declare any interests that are in conflict with the above statements:

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| --- |
| Signed : |
| Print name : |
| Company name : |
| Date : |