

**Pseudo Dynamic Purchasing System for**

**South West & South Central Flexible Framework for Independent/ Non-Maintained Special Schools**

**Form of Tender**

**TO BE SUBMITTED FOR ALL APPLICATIONS**

This Form of Tender is to be delivered via Procontract ([www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)). Tenders sent by fax or electronic mail will not be accepted.

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| **FORM OF TENDER: TENDER CERTIFICATE** | |
| TO: WILTSHIRE COUNCIL (hereinafter called ‘**the Council’**) | |
| DATE: [DATE] | |
| PROVISION OF: [INSERT URN AND TITLE OF PROCUREMENT]  I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge we have received, read and understood the following documentation: | |
| Document A1 Instructions to Applicant  Document A2 Specification  Document A3 Flexible Framework Agreement  Document B1 Selection Questionnaire (SQ)  Document B2 Assessment Questionnaire  Document B4 Pricing Schedule  Document B5 Commercial Sensitivity Statement | |
| I / We [INSERT NAME[S]] the undersigned, having examined the ITT and all other schedules, do hereby offer to provide [NAME OF SERVICES] as specified in those documents and in accordance with the attached documentation to the Council commencing [DATE] and continuing for the period specified in the Contract.  If this offer is accepted, we will execute such documents in the form of the Contract within [NUMBER] days of being called on to do so.  I/We confirm we have included a full breakdown of all associated costs for providing the Services, within the Pricing Schedule.  We confirm that the list of information contained and referenced in the ITT, provided by the Council, is sufficient to competitively tender, resulting in a fixed contract sum.  We are able, if required, to offer a parent company (ultimate holding company guarantee and our parent company is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Registration number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). We will not charge for this parent company guarantee. [Please strike through and state "NOT APPLICABLE" where you are **not** part of a wider group]  This Tender shall remain open for a period of 180 days from the date hereon.  We understand that you are not bound to accept the lowest or any Tender.  We agree that before executing the Contract (and associated schedules) substantially in the form set out in the ITT, the formal acceptance of this Tender in writing by the Council or such parts as may be specified, together with the contract documents attached hereto shall comprise a binding contract between the Council and the [SUPPLIER].  We further agree with the Council in legally binding terms to comply with the provisions of confidentiality set out in paragraph [XX] of the ITT document [A1].  We further undertake and it shall be a condition of any Contract, that:  The amount of [my **OR** our] Tender has not been calculated by agreement or arrangement with any person other than the Council and that the amount of [my **OR** our] Tender has not been communicated to any person until after the closing date for the submission of Tenders and in any event not without the consent of the Council.  We have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Council or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act.  I/We understand that the council may release any part of or all of the information given in this tender as a result of a Freedom of Information request in accordance with the Freedom of Information Act 2000 and any subordinate Legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner in relation to such Legislation.  I/We confirm I/we have clearly highlighted within **Document B5** of this tender submission all information which I/we consider confidential.  I/We understand that in the event of a Freedom of Information request the Service Commissioners will review any information highlighted as confidential and that this information will only be released if necessary to comply with the Freedom of Information Act 2000 and any subordinate Legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner in relation to such Legislation.  I warrant that I have all requisite authority to sign this Tender and confirm that I have complied with all the requirements of the ITT. | |
| Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and status | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and status | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For and on behalf of | [NAME OF COMPANY, PARTNERS OR CONSORTIUM] |

**NOTE: Tenderers are reminded that this Form of Tender must be signed and uploaded on to Procontract. The Form of Tender bearing an original and actual signature of an Officer authorised to sign the Form of Tender on behalf of the tenderer must be submitted. Photocopied signatures will not be accepted. Failure to sign or to submit the Form of Tender with an original and actual signature of the relevant officer may result in disqualification.**