# Invitation to Quote

Contract for the Provision of Operational services at Waltham Forest Food Hub, Chingford Assembly Hall

##### Closing Date: 17:00 on Monday 15 July 2024

# Definitions

In this Invitation to Quote, the terms listed below shall have the corresponding meanings assigned to them. The term ‘person’ shall include persons and any body of persons, corporate or non-corporate.

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| Term | Definition |
| ‘Bidder’ | Any person who has, or is seeking to, submit a Quotation to the Council. |
| ‘Contract’ | A legally binding agreement between the Council and one or more Bidders for the goods/ services/ works specified in paragraph 1.1 of these Instructions to Bidders. |
| ‘Contractor’ | Any person awarded a Contract by the Council. |
| ‘the Council’ | The Council of the London Borough of Waltham Forest. |
| ‘Invitation to Quote’ or ‘Quotation Documents’ | The documents issued by the Council to Bidders in connection with this Procurement Process. This shall include, but not necessarily be limited to, this document (including these Definitions, the Instructions to Bidders and all Appendices) and the Conditions of Contract. |
| ‘Member’ | An elected member of the Council of the London Borough of Waltham Forest. |
| ‘Procurement Process’ | Means the procedure set out in the Instructions to Bidders by which Quotations will be invited and evaluated. |
| ‘Quotation’ | An offer submitted to the Council by a Bidder in response to this Invitation to Quote. |
| ‘Submission Date’ | The last time and date by which Quotations may be submitted, as specified in paragraph 3.1 of these Instructions to Bidders. |

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| Instructions to Bidders |

#### General information

* 1. The London Borough of Waltham Forest (‘the Council’) invites Quotations for the Provision of Operational Services at Waltham Forest Food Hub, Chingford Assembly Hall (‘the Contract’). **The services are described in Appendix 1 (‘Specification’).** The Contract shall commence on 21 August 2024 and continue up to and including Monday 31 March 2025. The Council, at its sole discretion, reserves the option to extend the Contract for up to a further 6 months.
	2. Quotations must be submitted for the whole of the Contract. Quotations for part only may be rejected.
	3. The Council reserves the right to accept any Quotation in whole or in part or not at all.
	4. The Council shall not accept liability for any costs incurred in the preparation and submission of any Quotation, including in the event that the Council terminates the Procurement Process for any reason and/or where a Bidder is unsuccessful in being awarded the Contract.
	5. All requests for clarification and further information must be submitted electronically via the London Tenders (ProContract) portal. **Telephone and email enquires will not be accepted.** Such requests must be submitted by no later than **17:00 on Wednesday 10 July 2024.** Bidders shall not otherwise make contact with any representative of the Council in connection with this Invitation to Quote unless instructed in writing by the Council.
	6. As a matter of course, the Council will disclose details of all requests for clarification/ further information, and any resulting action or explanation from the Council, to all Bidders. However, the Council will not disclose the identity of the original enquirer and shall omit any information it believes may be commercially sensitive.
	7. Bidders must ensure they read and understand all Quotation Documents, including, but not necessarily limited to, this document (including the Definitions, the Instructions to Bidders and all Appendices) and the Conditions of Contract. Any queries regarding any of the Quotation Documents must be raised with the Council prior to the Submission Date.
	8. The Council is subject to the Freedom of Information Act 2000 (“the FOIA”) and the Environmental Information Regulations 2004 (“the EIR”). Bidders shall therefore be aware that, following the award of the Contract, the Council may be required to publicly disclose any part of the Contract, including the successful Bidder’s submitted Quotation, except for any information which is exempt from disclosure under the relevant provisions of the FOIA and/or the EIR.

#### Preparation of Quotations

* 1. Valid Quotations **must** include all of the following documents, each duly completed in the form provided in this Invitation to Quote:
1. Appendix 2: Supplier Suitability;
2. Appendix 3: Pricing Schedule;
3. Appendix 4: Method Statements;
4. Appendix 5: Declaration.
	1. Bidders must complete their Quotation in full. Incomplete Quotations may be rejected.
	2. All pricing information must be submitted in Appendix 3 (‘Pricing Schedule’). **Please do not provide pricing information on separate sheets or in other Quotation Documents**.
	3. Bidders must provide a response to **all** questions (hereafter to referred to as ‘Method Statement Questions’) set out in Appendix 4 (‘Method Statements’). Responses to all Method Statement Questions must be set out in Appendix 4 only; **please do not provide responses on separate sheets or in other Quotation Documents**. If you are required to submit any supporting documents, these should be clearly marked with the relevant question number.
	4. Quotations must be submitted in the English language only.
	5. Bidders must not, prior to any such time as the Contract is awarded, disclose to any person other than the Council the price or approximate price of their proposed Quotation, except where such disclosure, in confidence, is necessary to obtain insurance premium quotations or other undertakings necessary for the preparation of their Quotation.
	6. The Contract, and all purchase orders raised by the Council, shall be subject the Conditions of Contract appended to this Invitation to Quote. **Bidders shall not make or propose any amendments to the Conditions of Contract**. Any queries regarding the Conditions of Contract must be raised with the Council prior to the Submission Date.
	7. Bidders must meet the minimum insurance requirements set out in Appendix 2 (‘Supplier Suitability’). Bidders who do not already meet these requirements must provide a statement confirming that they shall do so in the event that their Quotation is successful.
	8. Bidders must not make any alterations to any Quotation Document, except where expressly permitted.
	9. All prices/rates shall be entered in the Price Schedule in pounds sterling and exclusive of Value Added Tax.
	10. Prior to submitting a Quotation, Bidders must fully satisfy themselves as to the requirements of the Contract. The Council shall deem all prices/rates submitted by Bidders to be fully inclusive of all costs, obligations, liabilities and risks which may be incurred in meeting the requirements of the Contract, and will not consider any claims from the Contractor/s for additional payments on grounds of want of knowledge.

#### Submission of Quotations

* 1. Quotations must be uploaded to the London Tenders (ProContract) portal by **17:00 on Monday 15 July** (‘the Submission Date’). **Quotations submitted after this time will not be accepted**.
	2. Valid Quotation**s** mustinclude all of the documents identified in paragraph 2.1.
	3. Bidders **must** **not** submit with their Quotation any information or documentation that has not been specifically requested by the Council, such as:
1. information/documentation not relevant to a Quotation or the Procurement process, such as general sales literature/ brochures;
2. any Procurement Document not specified in paragraph 2.1 (for example, the Conditions of Contract).

#### Evaluation of Quotations

* 1. The Council reserves the right to reject a Quotation if:
1. it does not comply with any of the requirements set out in the Invitation to Quote; or
2. it contains any significant omissions; or
3. the Council deems it to have been priced abnormally low.
	1. Where certain information within a Quotation is incomplete or missing, or where specific documents are absent, the Council may require the Bidder to complete or submit such information or documentation after the Submission Date. However, Bidders shall not be permitted to submit any missing information or documentation that is subject to the award criteria/sub-criteria specified in paragraph 4.5 (such as but not limited to pricing information and method statements).
	2. Where the Council believes a Quotation to contain one or more errors or inconsistencies, the Council may require the Bidder to clarify and/or amend the relevant parts of their Quotation. However, no opportunity shall be given to amend any information subject to the award criteria/sub-criteria specified in paragraph 4.5, except to correct a demonstrable arithmetical or interpretive error.
	3. Bidders shall be aware that failure to submit any missing/incomplete information or documentation requested by the Council, or to respond to a request to clarify or amend any part of their Quotation, or to do any of these things within any specified timescales, may lead to the rejection of their Quotation.
	4. Quotations will be evaluated on the basis of the following evaluation criteria and sub-criteria:

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| Criteria | Criteria weighting | Sub-criteria | Maximum weighted score |
| Price | 25% | Price | 25% |
| Quality | 75% | Method Statement Question 1- Contract Delivery | 25% |
| Method Statement Question 2- Project Management | 25% |
| Method Statement Question 3- Impact and Influence | 25% |

* 1. The sub-criteria weightings represent the maximum scores **(hereafter referred to as ‘maximum weighted scores’)** that can be attained in relation to each of the corresponding sub-criteria.

## Evaluation of price

* 1. The evaluation of price will be based on the ‘grand total price’ specified by Bidders in the Pricing Schedule (Appendix 3).
	2. The lowest ‘grand total price’ submitted will be allocated the maximum weighted score of #%. The other ‘grand total prices’ submitted will be scored in relation to the lowest ‘grand total price’ as follows—

*(lowest Quotation price ÷ other Quotation price) x maximum weighted score*

## Evaluation of quality

* 1. The evaluation of quality will be based on the responses submitted by Bidders to the Method Statement Questions set out in Appendix 4 (‘Method Statements’).
	2. Method Statement Questions shall be evaluated according the following scoring methodology:

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| Score | Description | Rationale |
| 5 | Excellent | Proposal meets requirements in full |
| 4 | Good | Proposal meets requirements in almost all respects; some minor omissions when compared with an “excellent” response |
| 3 | Satisfactory | Proposal meets requirements to a basic standard; satisfies basic/fundamental requirements only |
| 2 | Poor | Proposal fails to meet requirements in full; indicates that basic/fundamental requirements would be met only partially |
| 1 | Very poor | Proposal significantly fails to meet requirements; contains significant shortcomings |
| 0 | Unacceptable/ no response | Completely fails to meet requirements or does not provide a proposal at all |

* 1. For example, a Quotation attaining a score of 5 for any Method Statement Question will therefore attain the maximum weighted score for that question. Scores of less than five will result in weighted scores calculated as follows:

*(maximum weighted score ÷ 5) x score*

## Final evaluation scores

* 1. The final overall score for each Bidder will be calculated by adding their final weighted Price score to their final weighted Quality score to give an overall combined score (expressed as a percentage).

## Notification of Bidders

* 1. Acceptance of a Quotation by the Council shall be communicated in writing to the successful Bidder. All unsuccessful Bidders shall be notified in writing of the Council’s decision.

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| Appendix 1: Specification |

**BACKGROUND CONTEXT ABOUT WALTHAM FOREST**

Waltham Forest is an ambitious and innovative Council. At a time when local authorities are facing increasing financial pressures, Waltham Forest has succeeded in going above and beyond for its residents, as the Mayor’s first ever London Borough of Culture 2019 and recipient of the MJ Local Authority of the Year 2019. We are a Council bursting with energy and opportunity but sober to challenges ahead.

Located in the north east of London, the London Borough of Waltham Forest is an urban area, with a young, multicultural community. The urban south is complimented by a more suburban north and the Borough is strongly defined by Lea Valley to the West, and Epping Forest to the east, among the largest public open spaces in London.

The Borough extends from beyond the North Circular and the Green Belt in the North, to the heart of the London 2012 Olympic Park in the South. Identified as one of the capital’s growth areas by the Mayor of London, the Borough is experiencing increased pressure on land used for employment and housing purposes.

Waltham Forest features a mixture of both inner and outer London characteristics. The north of the Borough is less densely populated with larger homes and older population, while in the south the population is younger and more transient and is more likely to live in private rented accommodation and overcrowded conditions.

The population of Waltham Forest is over 275,500, and the Borough has a young age structure with higher proportion of children and working-age residents compared to the UK average. The average age of Waltham Forest residents is 34.5 years compared to the national average age of 39.9 years.

Waltham Forest is one of the most ethnically diverse areas in London. More than two thirds of residents are from an ethnic minority background; around a third of residents are born outside the UK and around one in five are EU nationals.

**FOOD INSECURITY IN WALTHAM FOREST**

Food insecurity is a complex problem that has been exacerbated by the pandemic but has been on the rise in the UK and in Waltham Forest long before it.

At Waltham Forest, we understand food security to mean being sure of your ability to secure enough food of sufficient quality and quantity, to allow you to stay healthy and participate in society (The Food Foundation’s definition).

We know from local and national evidence that certain groups are disproportionately impacted by food insecurity. People who are limited a lot by disability are five times more likely to have experienced food insecurity in the past six months than people who aren’t living with a disability. People who are on Universal Credit are five times more likely to have experienced food insecurity in the past six months than those who are not.

The pandemic and subsequent cost of living crisis have exposed and exacerbated the inequalities experienced by vulnerable groups. This includes those considered clinically extremely vulnerable (CEV) and those disproportionately impacted by the socioeconomic impacts of the pandemic.

Food insecurity is a significant challenge in Waltham Forest. In January 2021, nearly 1 in 6 households were struggling to access food (Food Foundation). In 2020, there were almost 17,000 adult residents who went a whole day without eating due to a lack of money ([Waltham Forest Annual Public Health Report](https://www.walthamforest.gov.uk/health-and-wellbeing/public-health-strategies-and-policies/annual-public-health-report)).

**FOOD DISTRIBUTION IN WALTHAM FOREST**

When the pandemic hit, the Council came together with local foodbanks to support food and PPE distribution efforts across the Borough, ensuring that emergency provisions were well connected and resourced and residents were able to obtain food in a safe, accessible and affordable way. We worked in partnership with residents, the Voluntary and Community Sector (VCS) and businesses to ensure vulnerable families and individuals are able to meet their most fundamental needs. In our response we provided support to groups that are most at-risk of experiencing food insecurity, including the CEV, as well as families, people with disabilities and people on Universal Credit.

The current food system in Waltham Forest relies heavily on a combination of donations and redistribution of surplus food. This redistribution is delivered directly through pan-London charitable partners (Felix Project and City Harvest), supported by the Council. The Council currently works with charitable partners and our VCS food partners to receive and distribute a proportion of this surplus food through our Food Distribution Hub.

Although the vast majority of the Council operations involve direct redistribution to VCS food partners, there are occasions where we may support individuals and families directly.

Our vision is that we develop a genuinely affordable food system that empowers every resident to access the food they need to thrive in a dignified way.

To achieve our vision, we know that there is a lot of work to be done to develop our ‘food ladder’. Where traditional approaches to tackling food insecurity tend to focus on the lack of food within households then feed that gap, a food ladder approach would seek to understand the range of food interventions that exist to reduce local vulnerability to food insecurity in the first place, and then target support and funding where there are gaps in the ladder.

Although emergency food provision is unfortunately a necessity for many residents to ensure that no one goes hungry, there is a range of support that needs to exist between emergency food provision and the supermarket. To make sure no residents are left in a cycle of dependency on emergency provision and that different levels of need are met with the appropriate level of support, we must create viable alternatives to foodbanks and supermarkets that empower individuals and communities.

**APPROACH AND OBJECTIVES**

As part of our longer-term vision, we are looking for a provider to take on operations of the Council’s current food distribution function through an enhanced operating model coordinating food distribution across the Borough from a central hub.

The centralised food redistribution approach will provide surplus food to meet the needs of existing emergency food provision to vulnerable people (i.e. food banks) and, critically, to increasingly seek to enable approaches that drive our wider strategic objectives around food insecurity (e.g. expanding supported food provision, minimising food waste, supporting healthy eating).

The distribution network currently supports a range of over 15 food projects from crisis provision to social supermarkets across the borough with regular deliveries on a weekly basis, supporting our residents to access the food they need to thrive in a dignified way.

The provider will tailor provision as much as possible to the needs of residents. This means ensuring provision of food is accessible, good quality and culturally appropriate.

The provider will need to manage the practicalities of sourcing surplus food, storing and distributing food across the Borough, while considering how organisations can be supported to deliver on the wider strategic objectives.

The service should be developed to minimise environmental impact, incorporating sustainable transport use and new approaches to reducing food waste wherever possible.

The provider will need to build strong relationships and communications channels with VCS food partners, developing our existing food distribution network, working collaboratively with other local distribution networks, and fostering partnership working between all stakeholders in the Borough.

**Key Objectives**

* Manage the day-to-day operations of the Borough’s distribution hub to provide VCS food partners with a reliable source of food.
* Expand the food distribution network to help meet the needs of VCS food partners and minimise waste. This expanded network should include primary recipients (e.g. foodbanks, supported provision), back-up recipients (e.g. local hospitals, community kitchens) and eco-friendly waste providers (e.g. sustainable composting organisations).
* Establish a food distribution network and communications channels with VCS food partners to support operations, connect providers to funding and support, and identify opportunities for collaboration.
* Ensure that clinically vulnerable residents in need of emergency food can access this locally. This should include provision of emergency food parcels for delivery via the food distribution network to vulnerable households who are struggling to afford food and cannot access in-person food provision.
* Develop relationships with surplus food providers to ensure the surplus food received and distributed by the hub is meeting community need and reducing overall spend on food. Ensure distribution model can respond flexibly to the unpredictable stocks of surplus food providers.
* Minimise the environmental impact of food distribution by eliminating food waste and exploring sustainable transportation options to distribute food.
* Capture the impact of the Borough’s emergency and support food provision through robust monitoring and evaluation processes.

**OUTPUTS**

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| **Deliverable**  | **Expectations**  |
| **Day-to-day management of the Borough’s food distribution hub operations**, coordinating logistics that ensure VCS food partners receive more good quality food on time and according to need.  | * Work with the Council to take on and deliver the current food distribution operation at Chingford Assembly Hall
* Maintain the current level of provision at the outset of the contract, and work with surplus food providers to facilitate an increase in surplus food delivery to the Borough, ensuring all vulnerable residents who require emergency food can access it.
* Expanded deliveries through the Distribution Hub should be proportionate to the level of demand and scale of VCS food partner provision. Distribution of healthy, fresh, high quality and culturally appropriate food should be prioritised.
* Work alongside VCS food partners and surplus food distributors to upscale food provision, ensuring that the needs of emergency food provision are met in a timely and equitable way, and ensuring new supported provision can establish in the Borough.
* Work closely with surplus food providers to identify when new deliveries should come through the hub (where it would support delivery of Lot 1 objectives) or go directly to VCS food partners.
* Minimise the environmental impact of food distribution by eliminating food waste and exploring sustainable transportation options to distribute food. Target of less than 2% of food wasted by food distribution hub by end of contract period.
* Pay for the day-to-day running costs of the distribution hub.
* The food hub premises, including all facilities, vehicles and equipment should be adequately maintained and the provider must comply with all health and safety requirements, including those relating to food storage.
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| **Coordinate food distribution network** and communications channels to inform and improve food distribution operation and optimise impact for VCS food partners.  | * Coordinate a food distribution network of key VCS food partners who will benefit from the Hub’s provision and support it in the long-term. Build on and work with existing food partnership infrastructure within Waltham Forest.
* Establish formal and informal communications channels between Hub and food distribution network to assist operations, respond to changes in need/demand and foster collaboration across local food system (e.g. highlight funding opportunities).
* Regular engagement and communications with surplus food providers to coordinate operations and ensure the surplus food received and distributed by the Hub is meeting the needs of VCS food partners.
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| **Implement a robust model of monitoring and evaluation** to inform operations and capture the impact of VCS food partners.  | * Capture the impact of the Borough’s emergency and supported food provision by establishing a light-touch reporting system for food distribution network members, collating and reporting returns to the Council on a regular basis.
* Monitor stocks of VCS food partners and maintain a proactive risk monitoring system to avoid depletion of resources.
* Attend regular food insecurity meetings with the Council and join wider Council and partner meetings as required.
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***Premises***

The Distribution Hub is located at Chingford Assembly Hall. No rent will be charged for the use of these premises during the contract period.

The Provider will be responsible for the cost of utilities and day-to-day running costs of the premises.  The Council will be responsible for cyclical testing, business rates, and structural and external repairs (and the costs associated with these).

***Food stocks***

Per month, we currently receive around 15 tonnes of free fresh surplus food from the Felix Project and City Harvest. This is not a guaranteed level of food but an indication of the current volume needing to be managed. This may go up or down dependent on the available supply of food, the demand within the Borough and the development of wider infrastructure to support food redistribution within the Borough.

Per quarter, the Council currently purchases around 3 tonnes of ambient food delivered to the Hub for onward distribution. Future ambient food purchases will be purchased by the Council and are subject to confirmation with the provider.

Relevant data on stock levels will be made available to the provider and transferred to a new system which the provider will determine.

***Facilities at Chingford Assembly Hall***

* Floor space for conducting operational activities is ~750m2.
* A 3m2 temporary cold store is available for provider use as well as a large fridge, allowing room for manoeuvre.
* A large transit van that can store around is used for delivering food to VCS food partners.
	+ Internal load length: 3.49 m
	+ Internal load height: 2.00 m
	+ Internal load width: 1.78 m
* A pump truck to lift and shift pallets of supplied food. There are 8 cages for transporting food around the premises.
* A private Office connected to council’s Wi-Fi network.
* A Welfare Room and small staff kitchenette.
* Toilets, including accessible.
* Fire alarm and intruder alarm systems.
* A car park, where there is space for around 20 cars to park. There is also room for vans and articulated vehicles to access the site. It is currently mostly used for storing pallets.
* Other areas of the site are utilised for temporary Archives storage including public appointments. The provider will be regularly updated on changes of usage to other area of the site.

**PROJECT BUDGET**

A total budget of £95,000 is available to resource this project and we are looking for a practical and realistic proposal for what can be delivered within that budget.

**CONTRACT LENGTH**

The contract will commence on 21 August 2024 and end on 31 March 2025.

**PROCUREMENT TIMETABLE**

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| **Clarification questions deadline**  | **10th July 2024**  |
| **Submission deadline**  | **15th July 2024**  |
| **Evaluation of written submissions**  | **16th July-18th July 2024** |
| **Notification of outcomes and contract award** | **From 18th July** |
| **Anticipated contract start date**  | **21st August 2024** |

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| Appendix 2: Supplier Suitability |

#### General information

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| Company name: |  |
| Address: |  |
| Contact name: |  |
| Contact telephone number: |  |
| Contact email address: |  |
| Relevant professional experience (e.g. delivery of similar contracts):  |  |

#### Insurances

The Contractor shall be required to hold the following types and minimum levels of insurance**.** **Please provide a copy of your insurance policy documents as proof of insurance cover**.

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| Type of Insurance | Minimum level of cover |
| Public Liability | £ 10,000,000 for any one claim or series of claims arising out of any one occurrence  |
| Products Liability | N/A |
| Cyber Liability | N/A |
| Professional Indemnity | £2,0000 for any one claim or series of claims arising out of any one occurrence  |
| Motor Insurance (Third Party Cover) | N/A |
| Employer’s Liability | No less than £ 5,000,000 any one claim or series of claims arising out of any one Occurrence  |

If you do not already meet any of the minimum levels of insurance specified above, please provide a statement below confirming that you will do so in the event that your Quotation is successful.

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| Appendix 3: Pricing Schedule |

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| Description  | Breakdown | Sub total |
| Staffing, including service lead and support staff |  | £ |
| Day-to-day running costs of food distribution hub |  | £ |
| Transport and systems |  | £ |
| Additional costs  |  | £ |
|  |  | £ |
|  | Grand total *Please note that the maximum budget for this contract is up to £95,000* | £ |

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| Appendix 4: Method Statements |

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| **Method Statement 1 – Please set out your approach to delivering the contract services (25%) *Max. 500 words*Your response should comment on:*** Your approach to establishing your role with local food stakeholders, initial engagement, and communications
* Your approach to delivering the contract objectives and how you will ensure continuous improvement over the duration of the contract
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| Method Statement 2 – Please outline your approach to project management and evaluation to support delivery and demonstrate impact (25%) *Max. 500 words* |
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| **Method Statement 3 – Provide an outline of the steps you will take to enhance the impact and influence of the project.  (25%) *Max. 300 words*Your response should include:*** The steps you will take to enhance the impact of the contract services on wider Council objectives, such as those relating to climate change and the cost of living.
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| Appendix 5: Declaration |

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| **In submitting this Quotation, I/We: -**1. in the event that My/Our Quotation is successful and I/We are awarded the Contract, I/We undertake to execute and perform the Contract for the sums set out in the completed Pricing Schedule and according to the methods described in My/Our responses to the Method Statement Questions, and shall do so in accordance with the Conditions of Contract, the Specification and the other documents and appendices referred to in the Invitation to Quote.
2. certify that this Quotation is bona fide and intended to be competitive, and that I/We have not:
3. fixed or adjusted the amount, prices, charges or rates in the Quotation by or in connection with any agreement or arrangement with any other person or by reference to any other Quotation; or
4. entered into any agreement with any other person that they shall refrain from submitting a Quotation, or as to the amount of any Quotation to be submitted; or
5. directly or indirectly canvassed any Member or employee of the Council concerning the acceptance of any Quotation, or directly or indirectly obtained or attempted to obtain information from any such Member or employee concerning any other Quotation; or
6. offered to pay or give or agree to pay or give any sum of money 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 any other Quotation or proposed Quotation any act or thing of the sort described above; or
7. committed an offence under the Bribery Act 2010 and any subordinate legislation made under the Bribery Act 2010 or given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972.
8. understand that the Council may be required to publicly disclose any part of My/Our Quotation if its disclosure is requested under the Freedom of Information Act 2000 or The Environmental Information Regulations 2004;
9. certify that all information supplied is accurate to the best of My/Our knowledge and belief. I/We understand that the submission of false information may result in the disqualification of My/Our Quotation;
10. warrant that this Quotation is bona fide and that the person submitting it (named below) is duly authorised to do so.

In this document, the term ‘person’ shall include persons and any body of persons, corporate or non-corporate. |
| Name: |  |
| Position: |  |
| Signature: |  |
| Organisation name: |  |
| Date: |  |