**Invitation to Tender**

**Tender for the provision of:**

**Utilities Broker Service**

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| **ITEM** | **DETAILS** |
| Portal reference: | **DN462381** |
| Authority | Home Group Limited |

# 1. Introduction

* 1. You are invited to submit a tender (“the Tender”) for the above mentioned Contract (“the Contract”) in accordance with the Conditions of Contract as provided in Schedule 3 and in accordance with the conditions of this Invitation to Tender (“ITT”) and any Schedules or Appendices hereto.
	2. The Contract to be awarded as a result of this procurement process will be capable of being used by Home Group Limited and all of its subsidiaries.
	3. Please read the information in this ITT carefully as it explains what you must do. Failure to complete the documentation as instructed may result in your Tender not being considered.
	4. **ITT Requirements**.

Below you will find a table containing all schedules of the ITT. Those that you must complete and return are provided in the form of an MS Word or MS Excel document, those which you must simply refer to are provided in PDF form.

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| Part A – Information that you will need to prepare your Tender Response. |
| Schedule No. | Item | Schedule |
| A1. | Specification |  |
| A2. | Commercial Form of Tender |  |
| A3. | Qualitative Form of Tender |  |
| A4. | Evaluation criteria |  |
| A5. | Conditions of Contract |  |
| A6. | Conditions of Tendering |  |
| A7 | Performance Indicators |  |

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| Part B Documents that you will need to complete and return as part of your tender response. |
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| B1. | Qualitative Response Document |  |
| B2. | Certificate of Bona Fide Tender  |  |
| B3. | Certificate of Non-Collusion & Non-Canvassing |  |
| B4. | Pricing Document |  |
| B5. | Commercially Sensitive Information |  |

**PLEASE NOTE**: Failure to provide, or complete in full, any of the items identified above as for completion and return may cause your Tender to be non-compliant and rejected without being considered.