**APPENDIX 1:**

**PART A: FORM OF TENDER – To be signed by all suppliers**

|  |  |
| --- | --- |
| **FORM OF TENDER** | |
| **Tender for Contract:** | **Youth Activities Offer** |
| **Supplier Name:** |  |

I/We the person named below hereby offer and agree on the acceptance of this Tender or any part thereof by the Council to provide the Goods and Services to the Council as described in and in accordance with the Invitation to Tender

I/We hereby offer to provide the said Services for the sums properly due under the Contract.

**Tendered Total Cost (in GBP): £……………………………………**

I/We confirm that:

* I/We are fully conversant with all the contract documentation included in the Invitation to Tender; and
* This tender is submitted strictly in accordance with that contract documentation and is without any conditions or qualifications whatsoever; and
* On being called upon to do so by the Council, I/We shall execute the form of Agreement acknowledging our willingness to be bound by the Contract.

**Person authorised to submit the Tender:**

**Name:………………………………………………………………………………….....**

**Position:………………………………………………………………………………….**

**Date: ……………………………………………………………………………………...**

**Part B – Conflict of Interest, Canvassing & Collusive tendering**

**It is a mandatory requirement that the Supplier signs and complies with this certificate.**

DECLARATIONS

|  |  |
| --- | --- |
| **Tender for Contract:** | **Youth Activities Offer** |
| **Supplier Name:** |  |

CONFLICT OF INTERESTS, CANVASSING & COLLUSIVE TENDERING & EQUALITIES

1 In consideration of the Council accepting our tender we undertake and agree to advise the Council immediately upon becoming aware of any conflict of interest or potential conflict of interest that may arise either during the term of the Contract or for a period of two years after its termination. ;

2 I/We further hereby undertake that I/We will not in the future canvass or solicit any Member Officer or Employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf will do any such act.

3 I/We certify that

(a) this is a bona fide Tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the Tender (or the rates and prices quoted) by or under or in accordance with any agreement or arrangement with any other person.

(b) I/We have not canvassed or solicited any Member Officer or Employee of the Council in connection with the preparation or award of this Tender or any other Tender or proposed Tender for the provision of the Goods/Services and that no person employed by me/us or acting on my/our behalf has done any such act.

(c) that I/We have not done and undertake that I/We will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

(i) Offer or give or agree to give any officer or member of the Council any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure.

(ii) Communicated to any person other than the Council the amount or approximate amount of the proposed Tender (other than in confidence in the circumstances and to the persons described in the Guidance & Instructions).

(iii) Enter into any agreement or arrangement with any person as to the amount of any proposed tender or that the person shall refrain from tendering.

4 I/We hereby confirm that I/We comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to the Equality Act 2010 and any regulations made thereunder:

**Person authorised to submit the Tender:**

**Name:**

**Position:**

**Dated:**