**ITT Appendix F - Form of Offer**

**The Pirbright Institute**

**(hereinafter called "TPI")**

**Tender for Service and Maintenance of Security Systems**

To: The Pirbright Institute (TPI)

Ash Road, Pirbright

Woking,

Surrey

GU24 0NF

**Date: [Bidder to insert date]**

The essence of selective tendering is that *bona fide* competitive bids are received from all persons tendering. In recognition of this principle: -

I/We certify that 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.

I/We certify that I/ We have not and will not in future, canvassed or solicited any member of TPI in connection with the award of this Tender or any other Tender or proposed Tender and that no person employed by me/us or acting on my/our behalf has done any such act.

I/ We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts: -

a. communicating to a person other than TPI the amount or approximate amount on my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the tender for insurance); or

b. entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender submitted; or

c. offering or agreeing to pay or give or paying 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 any other Tender or proposed Tender any act or omission

I/We also agree the following: -

1. to be responsible for obtaining at our expense all information necessary for the preparation of our tenders.

b. to keep confidential to TPI all information supplied by TPI in or in connection with this Invitation to Tender.

c. TPI is not bound to accept the lowest or any tender. TPI may, unless the bidder expressly stipulates to the contrary, accept any part of any Tender.

d. all information supplied to the bidder by TPI or contained in publications supplied to the bidder is supplied only for general guidance in the preparation of the Tender. Bidders must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by TPI for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

e. in the event of my/our Tender being accepted by TPI the supply of Works/Goods/ Services shall be in accordance with the Tender documents unless TPI shall have expressly agreed in writing to the contrary.

I/We further certify that the principles above have been, or will be, brought to the attention of all sub-contractors, bidders and associate companies providing services or materials connected with this tender, and any contract entered into with the sub-contractors, bidders or associated companies will be made on the basis of compliance with the above principles by all parties.

This section must give details, where the bidder is an individual, by that individual and where the bidder is a partnership, by two duly authorised partners; and where the bidder is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.

|  |  |
| --- | --- |
| **Name and Position:** | [Insert name and position] |
| **Email:** | [Insert e-mail] |
| **Signature:** | [Provide signature] |
| **For and on behalf of:** | [Insert Tenderer Name] |
| **Address:** | [Insert Bidder address] |