

**TENBURY TOWN COUNCIL, THE PUMP ROOMS, TEME STREET, TENBURY WELLS, WR15 8BA - BUILDINGS OF HISTORICAL INTEREST - MAIN ROOF REPAIRS TO REGAL THEATRE, 49 TEME ST, TENBURY WELLS, WR15 8AE**

**CONFIDENTIALITY UNDERTAKING**

In respect of a Tender for a Contract to undertake Works for Tenbury Town Council:

In this undertaking, the word 'person' is deemed to include any persons and any body or organisation, either corporate or unincorporated.

We hereby formally undertake that we shall not during the tender period for the above Contract or at any time thereafter disclose to any person (except as may be required or permitted by law) the tender documents or any information contained therein or any information subsequently provided to us by Tenbury Town Council or by other parties on their behalf in connection with the tender, all of which information shall be deemed to be confidential.

We further undertake that:

- 1) We will use such information only for the purposes of preparing our tender submission and shall promptly return to Tenbury Town Council un-copied, all the tender documents and other information provided to us in connection with the tender if we are subsequently unable to tender or having tendered our tender is not successful.
- 2) We will not dispose of nor part with possession of any confidential material provided to us by Tenbury Town Council or their agents or prepared by us pursuant to the tender, save where the disclosure of such confidential information is essential for the procurement of legal advice, a performance bond or an insurance quotation or the obtaining of quotations from suppliers and/or sub-contractors pursuant to the tender and/or the undertaking of the works if our tender is selected.
- 3) We will not and shall ensure that any person employed by us or acting on our behalf does not divulge to any third party any information which comes into our or their possession in the course of submitting a tender or undertaking of the works if our tender is selected.
- 4) We shall not without Tenbury Town Council prior written approval take or permit to be taken any photographs of the site areas for use in any publicity or advertising or publish alone or in conjunction with any other person any articles photographs or other illustrations relating to the Pre Construction Agreement or the site areas nor impart to any publication journal or newspaper or any radio or television programme any information regarding the Pre Construction Agreement (the appointed contractor will be entitled to take and keep records and photographs strictly for their own use).

- 5) We declare that we are and shall remain registered under the General Data Protection Regulation and will observe, perform, and comply with the obligations imposed on us by that Regulation in relation to any information or data received by us covered by this undertaking.
- 6) We do hereby indemnify Tenbury Town Council members and agents against all actions, claims, demands, proceedings, damages, costs, charges, and expenses whatsoever in respect of any breach by us of this undertaking.

Signature: .....

Name (in capitals): .....

..... Position (in capitals):

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On Behalf of:

(full name of Tenderer in capitals)

Address (in capitals):

(in the case of a limited company, their registered office)

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..... Date:

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Please return this document (signed) with the Tender documents that will make up your Tender submission.