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| PART 5: FORM OF TENDERStIves-ITT-00011-24Market House Refurbishment and Associated Works |

Form of tender

St ives town council – Market House REFURBISHMENT AND ASSOCIATED Works

StIves-itt-00011-2024

Tender for: St Ives Town Council, The Guildhall, Street an Pol, St Ives, Cornwall TR26 2DS

To: Charlotte Tomlinson

St Ives Town Council

The Guildhall

St Ives

Cornwall, TR26 2DS

Email: tenders@stives-tc.gov.uk

Web: [www.stivestowncouncil-cornwall.gov.uk](http://www.stivestowncouncil-cornwall.gov.uk)

From: ………………………………………………………

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We have examined the following documents:

1. Invitation to Tender (Part 1)
2. Specification of Works (Part 2)
3. Plans and Survey (Part 3)
4. Quality Questions and Standard Selection Checklist (Part 4)

We offer to carry out the whole of the Works as described in accordance with the documents referred to in this Tender Pack

for the sum of £ …………………………………………………… (in words) exclusive of VAT

for the sum of £ ………………………………………………………… (in figures) exclusive of VAT

within [please state] weeks from acceptance of our tender, comprising a period of [ please state ] weeks from acceptance to the Date of Possession and

with a target commencement date of [please state] weeks from the Date of Possession to the Date for Completion and with a completion date of [please state]

Our Detailed Response to the Specification document, completed quality questions and standard checklist are attached/ enclosed.

**CERTIFICATION**

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document[s] before acceptance of this offer, they shall be dealt with in accordance with the Alternative 2 procedures as described in JCT Tendering Practice Note (2012).

We undertake that in the event of acceptance of this offer, we will execute a formal contract with the Employer in the form of a standard JCT minor works contract incorporating all the terms and conditions referred to in this offer within 21 days of being required to do so.

This tender remains open for acceptance for 56 days from the last date fixed for the submission of tenders.

We confirm that this Quotation is submitted at our expense and agree that the Employer need not necessarily accept the lowest or any other Quotation.

Signed by or on behalf of :

 …………………………………………………………………………………….

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

Signature : …………………………………………………………………………………….

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

Date : ………………………………………….. 2025

###  Certificate of Undertaking and Absence of Collusion or Canvassing

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| **CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING** |
| The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply. |
|  Box A – ConsortiumI/We the undersigned do hereby certify that:- 1. the consortium’s tender is bona fide and intended to be competitive;
2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made;
3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;
4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract.
5. the consortium has not and will not canvass or solicit any Member, Officer or employee of the Council in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium’s behalf has done or will do such an act.
6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender.
 |
| Box B – Single Body and/or IndividualI/We the undersigned do hereby certify that:-1. My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person;
2. I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;
3. I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted;
4. I/we have not offered 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 Tender or proposed Tender for the said work any act or thing of the nature specified and described above.
5. I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Council in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.
6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender.
 |
| Signed\*:  | Date:  |
| Name *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they signs or are employed).* |

### Certificate of Confidentiality

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| **CERTIFICATE OF CONFIDENTIALITY** |
| I/we hereby agree with the Council that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Council and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise. |
| Signed\*:  | Date:  |
| Name *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they signs or are employed).* |

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### Commercially Sensitive Information

The Council may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid.

I declare that I wish the following information to be designated as Commercially Sensitive.

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

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### Conflict of Interest

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| **CERTIFICATE OF CONFLICT OF INTEREST** |
| I/we hereby notify the Council that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest): |
| I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Council is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators. |
| Signed\*:  | Date:  |
| Name *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* |