

## FREEDOM OF INFORMATION SCHEDULE

Please state in writing what information, if any, relating to the information provided in London Councils Quotation that you wish to reserve in accordance with the provisions of the Freedom of Information Act 2000. **NB:** information relating to contract records and/or administration, overall value performance, or completion may not be reserved by you.

*Information which may be reserved includes: -*

*Trade secrets*

*Commercial interest*

*Obligation of confidentiality due to the nature of the information, or the circumstances under which it is imparted*

*Personal data relating to an individual*

*Unit Prices or detailed pricing information*

Please state the section of the Freedom of Information Act 2000 under which you wish to reserve the information. Please state the reasons for the reservation. Please state how long you wish the reservation to last, e.g. the number of years.

**NB:** It is tenderers' responsibility to obtain independent legal advice on the provisions of the Act; London Councils is not offering advice in regard to the Act and nor are its officers responsible or authorised to provide any such advice.

I hereby certify that the information supplied in this application and supporting documents is accurate to the best of my knowledge. I understand that false information may result in exclusion from further consideration and that it is a criminal offence to offer any gift or consideration to any employee of the London Councils in connection with this contract. I also understand that canvassing of Members or officers of London Councils will result in disqualification. I confirm that I am prepared to answer any questions relating to this questionnaire and attend for interview if so required. Such interview(s) may include the requirement to make a presentation to a panel in support of the tender submission.

Signed:

Date:

Name (in block capitals):

For and on behalf of:

Position in Organisation:

Telephone Number:

Facsimile Number: