

SWANAGE TOWN COUNCIL

TENDER

For: **Swanage Tourist Information Centre**

PROPOSED WORKS: Refurbishment

To : Swanage Town Council

I/We having read the Conditions of Contract and Bills of Quantities and/or Specification delivered to me/us and having examined the drawings referred to therein do hereby offer to execute and complete the whole of the works described for the sum of

_____ pounds
_____ pence (£_____)

which sum excludes Value Added Tax, and I/We undertake in the event of your acceptance to execute with you a Form of Contract embodying all the Conditions and Terms contained in this offer.

I/We hereby agree that this tender shall remain open for acceptance for a period of ninety days from the last date for submission of tenders and that written confirmation of the acceptance thereof shall constitute a binding contract. I/We confirm that I/We have signed the Tender Certificate printed overleaf.

I/We understand that the Council do not bind themselves to accept the lowest or any tender or pay any expenses in connection therewith.

The annual renewal date of my/our All Risks Insurance is _____

Signature _____ Date _____

For and on behalf of (Name of Firm) _____

Address _____

Telephone No. _____

THIS TENDER SHALL BE SUBMITTED IN THE ADDRESSED ENVELOPE PROVIDED BY

Noon on Monday 24th October 2016

BEARING NO MARK OR NAME INDICATING THE SENDER.

LATE TENDERS/QUOTATIONS CANNOT BE CONSIDERED. It is recommended that tenderers make appropriate arrangements to ensure delivery by the due time and date. If using the post allow at least three working days for delivery by first class mail.

Swanage Town Council

ANTI-COLLUSION CERTIFICATE

1. We certify that this tender is made in good faith and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we will undertake that we will not before the award of any contract for the work:-

- a) Communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b) Enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted.
- c) Canvass any members of the Council or of any committee, either directly or indirectly with regard to this tender.
- d) Pay, give or offer to pay or give any sum of money or other 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 work, any act or thing of the sort described at a), b), or c) above.

2. We further certify that the principles described under 1. above have been, or will be, brought to the attention of all sub-contractors, suppliers, and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers, or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated; "any agreement or arrangement" includes any transaction, formal or informal, and whether legally binding or not; and "the work" means the Work in relation to which this tender is made.

Dated this.....day of.....20.....

Signature.....In capacity of.....

Duly authorised to sign tenders for and acknowledge the contents of the Anti-Collusion Certificate for and behalf of:-

Postal address.....

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Telephone No.....Fax No.....

E-Mail.....