**FORM OF TENDER**

**For the Supply of a Condition Survey and Design of Works for The Harlington, Fleet**

**Fleet Town Council, The Harlington, 236 Fleet Road, Fleet GU51 4BY**

**Re: Contract for Condition Survey & Design of Works for The Harlington, Fleet**

**From:**

(Firm’s Name & Address)

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**1.0 FORM OF TENDER**

1.1 I/We, the undersigned, hereby offer to undertake on the acceptance of this Tender to perform, execute or otherwise carry out condition surveys at The Harlington, Fleet, in accordance with the Tender documentation.

I/We, the undersigned, having examined the Tender Documents hereby undertake to perform the Services required for the Rates set out in Schedule 2, exclusive of VAT. Prices and rates quoted shall be deemed to include the cost of inter alia, all vehicles, expenses, materials, equipment including computer systems, overheads, labour, travel expenses, waiting, personal attendance including evening meetings, data processing, statistical information, reports, accounts, and the Contractors general obligations under the Conditions of Contract and other items of work to complete the Services to all statutory requirements, professional codes of practice, the Contractor's policies and codes, the reasonable satisfaction of Fleet Town Council Clerk, to the Contract Standard, together with all liabilities whether express or implied incurred or incumbent upon the Contractor pursuant to the Contract.

**2.0 PRICE AND SCHEDULE OF RATES**

2.1 The rates and days of work proposed which make up the fixed price for carrying out the services as set out in the Brief/Specification are set out in Schedule 2 as required by the Invitation to Tender together with day rates for additional consultancy work]. My/our price for carrying out the fixed element of this work is (in words):

|  |
| --- |
| Pounds and Pence |

**3.0 METHOD STATEMENT**

3.1 I / We hereby submit my/our Method Statement as Schedule 3 as required by the Invitation to Tender

**4.0 DECLARATION**

4.1 I/We understand that my/our Tender is for the Price and rates as set out in

paragraph 2.1 and undertake that if this Tender is accepted I/we will not, save as expressly provided in the Conditions of Contract, be entitled to and will not withdraw the above offer and undertaking and will, subject to and according to the Documents, carry out the Services.

4.2 I/We agree that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender documents shall not amend these Documents and may cause the Tender to be rejected.

4.3 I/We agree that if upon examining the Form of Tender, an error of computation is detected by Fleet Town Council the Tenderer shall be given details of the error(s) and afforded the opportunity to confirm or withdraw the offer. If confirmed the Tender figure will remain unaltered.

4.4 I/We agree that this Tender shall remain open for acceptance by Fleet Town Council and shall not be withdrawn for 90 days from the last date specified for the receipt of this Tender. I/We undertake and agree that if this Tender is accepted by Fleet Town Council, the said Tender shall from the date of such acceptance form a binding Contract between us. Nevertheless I/We further undertake to execute a formal agreement under seal for the proper and complete fulfilment of the Contract.

4.5 1/We understand that I am/we are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that Fleet Town Council reserves the right to call for fresh tenders should they consider this desirable.

4.6 I/We acknowledge that Fleet Town Council may in its absolute discretion refrain from considering any Tender if the Tenderer does not Tender for the provision of the entire Services contained in the Specification.

4.7 I/We acknowledge that Fleet Town Council is not contractually bound to consider this Tender and that the issuing of any Tender Documents to me/us did not amount to any form of offer for any purpose.

4.8 I/We accept that Fleet Town Council is not bound to accept any Tender at all.

4.9 I/We confirm that this is a bona fide Tender.

4.10 I/We hereby warrant and represent to undertake with Fleet Town Council that:

I/We have full power and authority to enter into the Contract and carry out the service.

**5.0 SIGNED FOR THE TENDERER**

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| --- | --- | --- | --- | --- | --- | --- |
| **Dated** |  | | | | |  |
|  | | | |  |  | |
| 1. *Name and Title*: | | | |  | *Signature* | |
|  | | | |  |  | |
| 1. *Name and Title*: | | | |  | *Signature* | |
| for and on behalf of: | | | |  |  | |
| **Name of firm or company:** | |  |  | | | |
| **Address:** | |  |  | | | |

**State whether the firm is a sole proprietor:** Yes ❑ No ❑

**In the case of partnership, enter the full name and address of each partner:**

|  |  |
| --- | --- |
| **Name** | **Address** |
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