# INVITATION TO TENDER

**Contract for: WOKINGHAM TOWN COUNCIL CHRISTMAS LIGHTS CONTRACT 2023–2027**

**Conditions of Tendering**

1. The tender and details of prices must be upon forms furnished by the Council and must be signed by the tenderer and the whole of the requirements set forth in the forms must be complied with or the tender cannot be considered.
2. Tenderers are particularly requested to carefully peruse the Specifications, and Supplier’s Contract, and to make sure that they thoroughly understand them. All necessary explanations may be obtained from the Council but, when a tender has been accepted, the Council will not entertain any requests for a variation of its items on the grounds of any alleged mistake, oversight, or misunderstanding.
3. The tender will not be considered if any variation or alteration is made by the tenderer in the Specifications, and Supplier’s Contract, as issued by the Council.
4. Tenderers are prohibited from directly or indirectly canvassing members or officials of the Council in reference to any tender. The tender of any person who does so canvass will be rejected.
5. Any tender received after the specified closing date will be rejected by the Council.
6. The Council does not bind itself to accept the lowest priced or any tender, and reserves to itself the right at its absolute discretion to accept a tender wholly or in part at the price or prices set out in the documents accompanying the tender. When a tender is accepted either wholly or in part the Council will enforce all the terms of the Supplier’s contract.
7. Each tenderer (whether their tender is accepted or not) shall treat the details of the tender and specification or other documents attached here as private and confidential.
8. The Council will not be responsible for or pay any expenses or losses which may be incurred by any person in the preparation of this tender.

**The completed tender is to be delivered by noon on 07th February 2023 and marked for the attention of the Town Clerk.**

**Please mark the envelope in the bottom left-hand corner:**

**‘Do not open before noon Tuesday 07th February 2023’.**

**Tender**

|  |  |  |
| --- | --- | --- |
| 1. | To supply 28 real Christmas trees with storage, erection, dismantling (including any hire of plant) and maintenance of all Christmas lights as per Schedule 1 | Price  (Excluding VAT) |
| **Total price for 4 years** from 1st April 2023 to 31st March 2027 | **£** |
| Price for 1st April 2023 to 31st March 2024 | £ |
| Price for 1st April 2024 to 31st March 2025 | £ |
| Price for 1st April 2025 to 31st March 2026 | £ |
| Price for 1st April 2026 to 31st March 2027 | £ |
| 2. | Hourly rate for any repairs / work that may be required once the decorations are in place: |  |
| During normal office hours | £ |
| Out of normal office hours | £ |
| 3. | Cost of collecting WTC’s lights from previous contractor | £ |

**I agree that this Tender and any contract which may result therefrom shall be based on the Council’s Conditions of Tendering, all Specifications and Supplier’s Contract alongside all the documents provided on Contract Finder:**

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| In the capacity of: |  |
| Who is duly authorized to sign tenders for and on behalf of: |  |
| Date: |  |
| Address: |  |
| Post code: |  |
| Office Telephone: |  |
| Mobile number: |  |
| Email address: |  |

The price quoted in this tender is valid for ...........days from the tender returnable date, subject to that period being not shorter than 60 days. If a validity period is not stated, it will be assumed that the offer is firm for 60 days from the tender returnable date or from the date of the last correspondence, whichever is the later.

**This tender is to be delivered no later than noon 07th February 2023.**