

# London Borough of Southwark

## Residential Conveyancing Services Tender

## TENDER DOCUMENTS – INDEX OF CONTENTS

Section	Heading
1.	Tender information
2.	Conditions of Tendering
3.	Contract Particulars, Conditions of Contract and Schedules
4.	Specification – referred to in Schedule 1 (Conditions of Contract)
5.	Pricing schedule
6.	Evaluation information (incorporating the Evaluation Methodology and Quality Submission Schedules)
7.	TUPE information (anonymised staff list and extant terms and conditions) – (to follow upon receipt of the signed Confidentiality undertaking)
8.	Documents (to be completed)
	a. Form of tender
	b. Certificate of non-collusion, non-canvassing certificate and conflict of interest certificate
	c. Offences certificate
	d. Confidentiality undertaking (TUPE)
	e. Parent company guarantee undertaking
9.	Draft documents
	a. Articles of agreement
	b. Parent company guarantee
10.	Tender Return Label
11.	Checklist of documents to be returned