

PART D

APPENDIX A: CERTIFICATE AS TO CANVASSING OF MEMBERS,

EMPLOYEES AND ADVISERS

**Tender for the construction of Contemplation Building at Summersales Cemetery,
London Road, Crowborough, East Sussex.**

We hereby certify that I/we have not canvassed any Members, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that I/we will not canvass any Member, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

Signature

Firm or Company

Dated 2019

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APPENDIX B: TENDER CERTIFICATE

To:
Melanie Street
Assistant Town Clerk
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH

Dear Madam,

Tender for the construction of Summersales Contemplation Building

I/We recognise that the essence of this tendering exercise is that Crowborough Town Council shall receive bona-fide competitive tenders from all those tendering.

In recognition of this principle, I/we certify that this is a bona-fide tender, intended to be competitive, and that I/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. I/We also certify that I/we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the 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 arrangements with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted
- (c) Offer or pay or give or agree to pay any sum or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons or any body or association, corporate or non-corporate, and "any agreement or arrangement" includes such transaction, formal or informal, and whether legally binding or not.

Signature

Firm or Company

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Appendix C: Form of Tender instruction

Contractors are required to express their tender in the following terms:

"To Crowborough Town Council"

re: **Tender for the construction of Summersales Contemplation Building, Crowborough. East Sussex.**

Having carefully examined and considered the Invitation to Tender including, without limitation, the Cemetery Works Specification and associated Contract Drawings, the instructions for tendering and the conditions of contract and in consideration of the Council considering this Tender, we:

1. Offer to provide the works required to meet the Cemetery Works Specification and to enter an agreement with the Council in the Council's form of Contract for the **FIXED PRICE SUM OF:**

£ :

(Amount in words)

_____ and _____ pence

2. Confirm that we are able to provide the works required to meet the Cemetery Works Specification and that we have read all of the conditions of contract and drawings and are satisfied as to our abilities and experience to satisfy the requirements of the Contract Documents.
3. Confirm that, if our Tender is accepted, we will upon demand;
Produce evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force; and
Execute and deliver the required contract documents to the Council as set out in the Invitation to Tender;
4. Agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of three (3) months from the date of this Tender without the Council's prior written consent and if the Council accept this Tender we will be bound to contract with the Council on the basis of the submissions made in this Tender.
5. Agree that in consideration of the Invitation to Tender being sent to us and by submitting our Tender we confirm we are bound by the conditions of this Tender as set out in the Invitation to Tender including but not being limited to the obligations of confidentiality.

We understand that the Council is not bound to accept any Tender that it receives.

Signed for the Contractor

Signed for the Contractor

Name:

Name:

Title:

Title:

Company:

Date:

Company:

Date: