**Appendix 1 - FORM OF TENDER**

**Door Entry, CCTV, Gates and Barriers Maintenance Contract**

We [………………………………….……………] [company registration number […………………..] ***Tenderer to amend, insert name and company registration details as appropriate]*** and carrying on business at: ………………………………………………………………… ***[Tenderer to insert address]****.* (the ***“*Tenderer”**)

having examined the ITT and all other documents supplied the RBKC with the ITT (collectively the **"Tender Documents"**) undertake to execute and complete the Works in conformity with the Contract Documents on the basis and at the tendered Rates set out in the Pricing Document and Schedule of Rates. The total is to be carried forward to the Commercial Envelope on capitalEsourcing.

We:

1. understand that the RBKC is not bound to accept the lowest or any tender the RBKC may receive, and the RBKC will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

1. confirm that, except as set out in the box below, all of the statements and representations given in the completed ITT and any documentation submitted alongside it and all information, representations and other matters of fact referred to in our Tender are true, complete and accurate in all respects at the time of submission of our Tender and that we will notify the RBKC in writing of any changes to that information that occur before entry into the Contract Documents;

**Details of any changes to ITT information *[Tenderer to write “None” if there are no changes]***

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WE FURTHER AGREE that we will not adjust the amount of the proposed quotation in accordance with any agreement or arrangement with any person other than the RBKC.

WE FURTHER AGREE that we will not communicate, under any circumstances, to any person other than the RBKC the amount of our proposed quotation.

WE FURTHER AGREE to hold this quotation open for acceptance by the RBKC for a period of thirty-nine weeks (270 days) from the date of submission.

WE FURTHER AGREE that until a contract is completed, this quotation and acceptance thereof by the RBKC, signified by letter, shall constitute a binding contract.

WE DECLARE that this quotation is submitted on the basis of the information and terms and conditions contained in the ITT and on the understanding that by submitting this quotation, the terms and conditions are accepted by us and no variation or amendment will be made to any part of the tender documentation and WE UNDERTAKE to enter into a Contract with the RBKC incorporating the ITT and the Tender as detailed in the ITT documentation.

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| Signed: |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name (Print): |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For and on behalf of: |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Date: |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name (Print): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For and on behalf of: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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Please note:

1. If the bidder is a limited company, the Form of Tender should be signed by two directors or a director and the secretary.
2. If the bidder is a partnership the Form of Tender should be signed by two partners.