



Ealing Council

Part A2 Form of Tender for The construction and erection of two modular – built houses

at

**117 Mansell Road,
Greenford**

Notes on completing Form of Tender

This form of tender is in four parts:

- the bidder's contact details;
- the acknowledgement and undertaking;
- the offer, and;
- the statement of interest.

You must complete and return all four parts.

Each part must be completed in ink and signed by hand by representatives who are authorised to make the tender on your behalf.

The documents that you send the Council must be the original signed copies: photocopies or scanned copies are not acceptable and will result in your tender being rejected.

Please note – your tender must be delivered in paper form to Ealing Council's offices before noon on **Wednesday 15th of March 2017.**

Your tender will only be considered if it is returned in a sealed, plain envelope using the return label provided.

The envelope must NOT state the name of the sender or any other way of identifying them. For example, the use of personalised franking may invalidate the tender.

Electronic submission of tenders is not permissible.

PART 1
CONTACT DETAILS

Name of Bidder:

Registered office address :

Business address (if different) :

Name of Contact :	
Tel. no. :	Fax no. :
E-mail address :	

PART 2
ACKNOWLEDGEMENT AND UNDERTAKING

1. We acknowledge that Ealing Council has invited us to tender for the manufacture and erection of two modular houses as described in the Specification of Services and the associated Form of Contract.
2. We acknowledge that we have examined the specification or services and the terms and conditions of contract and have had the opportunity to ask Ealing Council for clarification and to propose changes before we submit our tender.

We acknowledge that we have received notice of any changes to the specification or the terms and conditions or both that Ealing Council are prepared to accept.

3. We acknowledge that Ealing Council has made clear to us that it will not enter into any negotiations whatsoever on the specification or the terms and conditions of contract after the latest date for submission of quotes.
4. In consideration of Ealing Council inviting us to tender for this contract, we agree and declare that our tender is not qualified by or conditional upon any changes to the specification or the terms and conditions of contract, other than those (if any) which Ealing Council has advised us it is prepared to accept.
5. We undertake that, if our tender is acceptable to Ealing Council, we will not seek to introduce or negotiate any changes either to the specification or to the terms and conditions of contract nor to delay execution or signature of the contract documents by reason of any such changes.
6. We acknowledge that we have had the opportunity to take legal, commercial and insurance advice from our professional advisers before making this tender.

Signed:
Name IN CAPITALS:
Position in company:
This signatory is authorised to sign this Acknowledgement and Undertaking for and on behalf of this Quote
Date:

Offer for the construction and erection of two modular – built houses

117 Mansell Road, Greenford

1. We have examined the instructions, the specification of services, the conditions of contract, and all other invitation to tender documents issued by the Council in connection with the above contract (the “Works”).

We hereby offer and undertake to carry out the Works in conformity with the specification, the conditions of contract, our quotation and all appendices, pricing documents and other documents submitted herewith for the following services for the sums of:

Amount in words _____

2. Should our tender be accepted, we undertake to execute a formal agreement incorporating the documents mentioned above. Until such an agreement is executed, this Form of Tender and the acceptance hereof by the Council shall constitute a binding contract between us.
3. We acknowledge and understand that the insertion by us of any conditions qualifying our quotation or any unauthorised alteration to any of the tender documents shall cause our tender to be rejected.

4. We understand and accept the Council's requirement for genuine competition in the tender process, in order to achieve best value. In consideration of your inviting us to tender, we undertake not to do any of the acts (a) to (f) below. We understand that you will reject our quotation if you have reason to believe we have done any of those acts, or have otherwise jeopardised the genuine competition of the tender procedure and that you may report us to the Office of Fair Trading or the Metropolitan Police or both. We understand that you may take steps, including proceedings through the courts, to recover from us any costs or losses incurred by the Council as a result of our anti-competitive behaviour.

We certify that this is a bona fide tender and we have not :

- (a) entered into any agreement with any other person with the aim of preventing quotes being made or as to the amount of any quote or the conditions upon which any quote is made;
- (b) informed any other person of the amount or approximate amount of our tender or any other details of our quote, except where such

disclosure was necessary to obtain insurance quotations required for the preparation of this tender or to take advice from our legal and financial advisers;

- (c) caused or induced any person to enter into such an agreement as mentioned in paragraph (a) above or to inform us of the amount or approximate amount of any other quote for the contract;
- (d) sought or obtained any confidential information from an employee, ex-employee, consultant or member of the Council;
- (e) directly or indirectly canvassed any member, officer, servant or agent of the Council concerning the acceptance of any quote or directly or indirectly obtained or attempted to obtain from any member or officer, information concerning any other quotation or any quote submitted by another;
- (f) offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this quotation or any other quote or proposed quote for the Works any act of the sort described in paragraphs 4(a), (b), (c), (d) or (e).

We also undertake not to do any of the acts mentioned in paragraphs 4(a), (b), (c), (d), (e) or (f) before the latest date and time specified for return of tenders for the contract. In this paragraph, "person" includes companies, firms and unincorporated associations and "agreement" includes any arrangement, whether formal or informal and whether legally binding or not.

We also certify that we are not a party to any scheme or arrangement under which any other tender may be reimbursed any part of his/her tender cost.

- 5. We agree that the Council may, at its sole discretion, contact any third parties quoted in our quotation proposals and may, if it so wishes, make inspections of completed projects, the details of which will be provided, if required by the Council
- 8. We agree that this quotation shall remain open for acceptance by you and shall not be withdrawn for a period of **13 weeks** from the latest date for return of quotation.
- 9. We acknowledge that you are not bound to accept the lowest or any quote you may receive, and that you will not pay any expenses incurred by us in connection with the preparation and submission of this quotation.
- 10. We acknowledge that the Freedom of Information Act 2000 gives a general right of access to information held by public authorities and that the Council's decision on what information will be released in response to an access request is final. We understand that the Council may apply relevant exemptions in appropriate cases.

1. Signed :

Name IN CAPITALS :

Position in company :
This signatory is authorised to make this Offer for and on behalf of the Company
2. Signed :
Name IN CAPITALS :
Position in company :
This signatory is authorised to make this Offer for and on behalf of the Tenderer
Date of Offer :

PART 4
STATEMENT OF INTEREST

Any organisation failing to disclose relationships may be disqualified from being invited to tender.

Please tick each box to acknowledge compliance with the following statement, or use the box below to declare any interests that are in conflict with the statements.

- ☐ I / we confirm that no officer, employee or consultant of our organisation is an employee or ex-employee of the Council.
- ☐ I / we confirm that no officer, employee or consultant of our organisation is connected to an employee or ex-employee of the Council.
- ☐ I / we confirm that no officer, employee or consultant of our organisation is an elected member of the Council or someone who has been an elected member in the last 4 years.
- ☐ I / we confirm that no officer, employee or consultant of our organisation is related to or otherwise connected with an elected member of the Council
- ☐ I / we confirm that no officer, employee or consultant of our organisation is involved directly, or indirectly, in providing services to the Council
- ☐ I / we confirm that no officer, employee or consultant of our organisation, is involved in any other organisation/company that may be interested in bidding for the Council's services under this tender procedure

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Signed :
Print name :
Company name :
Date :