# **Appendix A4 - Form of Tender**

I the undersigned, on behalf of **[*insert name of Bidder*],** confirm and accept that:

1. The information provided in the **Invitation to Tender *– GLA 82385 Whole School Approach to Mental Health Programme Evaluation and Research Partner*** was prepared by Transport for London (TfL) in good faith*.* It does not purport to be comprehensive or to have been independently verified. Neither TfL nor any member of the TfL group/ GLA group company has any liability or responsibility for the adequacy, accuracy, or completeness of, and makes no representation or warranty, express or implied, with respect to, the information contained in the ITT document or on which such documents are based or with respect to any written or oral information made or to be made available to any interested Supplier or its professional advisers, and any liability therefore is excluded.
2. Nothing in the ITT document or provided subsequently has been relied on as a promise or representation as to the future. TfL has the right, without prior notice, to change the procedure for the competition or to terminate discussions and the delivery of information at any time before the signing of any agreement.
3. TfL reserves the right (on behalf of itself and its group companies) to award the contract for which tenders are being invited in whole, in part or not at all.
4. This tender shall remain open for acceptance by TfL and will not be withdrawn by us for a period of 90 Days from the date fixed for return.
5. The information provided by us is true and accurate.
6. Complete box below to confirm your agreement to the terms and conditions of contract (Appendix 3) in full with no amendments.

|  |
| --- |
| **I agree to accept the conditions of Contract in full with no amendments, attached to this ITT (GLA 82385 Whole School Approach to Mental Health Programme Evaluation and Research Partner)** |
| Name: |
| Position: |
| Signed: | Date: |

1. Bid (Tender) Manager details:

|  |  |
| --- | --- |
| Bid Manager Name |  |
| Bid Manager Position |  |
| E-Mail |  |

Having made due allowances for the full requirement in the ITT documents we hereby offer to provide the Services to TfL/ GLA (or any member of the TfL group/ GLA Group) in accordance with the terms and conditions stated therein and at the rates detailed in Appendix A2 – Financial Submission.

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Position |  |
| Company |  |
| Registered Address |  |
| Date |  |

# **Appendix A5 - Personal Service Company**

**Please Note: This is a PASS/FAIL section, therefore a negative response to questions 1b) & 2 will result in your tender being rejected.**

1. A.1) Are any of the individuals providing their services via a personal service company (1.e typically a limited company with 1 or 2 directors and where some of the individuals providing the services hold more than 5% share in the company) or via a partnership (typically where the individual providing the services is a partner, and is entitled (alone or with one or more relatives) to 60% or more of the profits? **YES/NO**

A.2) Do you have less than 20 employees? **YES/NO**

B) If you have answered YES to both 1 A.1 and 1 A.2), please confirm that should you be awarded the contract to deliver this requirement you agree to undertake an employment status assessment and to accept the TfL's decision to alter the engagement route if the arrangement falls within IR35 Intermediaries Legislation. **YES/NO**

1. Please confirm that should you engage personal service companies or partnerships to deliver the Services you are expressing an interest in, you will inform TfL that this is the case and co-operate with TfL in relation to any questions raised to identify whether the Intermediaries Legislation applies; and if TfL confirms that it does, you will make all relevant deductions in accordance with Chapter 10 Part 2 ITEPA 2003. **YES/NO**

# **Appendix A6 –** **Non-Collusion Declaration**

**Refusal to give this declaration and undertaking will mean that the ITT submission will not be considered.**

**Declaration**

*Title: GLA 82385 Whole School Approach to Mental Health Programme Evaluation and Research Partner*

I / We declare that:

We have submitted a bona fide response to TfL’s ITT and that I / We have not fixed or adjusted any responses or information provided in accordance with any agreement with any other person.

I / We have not done and I / we undertake that I/ we will not do at any time before the contract is awarded:

* Communicate to a person other than the person calling for these 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 tenders;
* Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or
* Offer or pay or give or agree to pay any sum of money 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 any other tender or proposed tender for this project;
* Any act or thing of the sort described above.

I / We agree that the terms of the above declaration will form part of any contract with TfL/ GLA, their servants or agents resulting from the acceptance of my / our tender and that any breach of this declaration and undertaking will be deemed to be a breach of that contract entitling TfL/ GLA, their servants or agents to determine my / our employment under that contract.

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Position |  |
| Company |  |
| Date |  |

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# **Appendix A7 – Reserved Information Template**

Bidder to complete the Appendix A7 attached form should any information be provided that you consider being eligible for exemption from disclosure under the FOIA as per Section C.