## SCHEDULE 9: Form of Tender

TO: Tender Co-ordinator,

Wokingham Borough Council

c/o: Civic Offices, Shute End

Berkshire

RG40 1BN

Having examined the Contract Documents for the provision of **a Substance Misuse Recovery Service** to Wokingham Borough Council, we offer to perform and complete the whole of the Service in conformity with the said Contract Documents for such sum as may be ascertained in accordance with said Contract Documents.XXX

I/ We hereby certify that any statement made in our submission remains true and accurate in all material aspects save as specified below:

I / We undertake to complete the Services as detailed in the Specification (Schedule 1) and the Contract during the Contract Period.

I / We agree and accept all Terms and Conditions included in this tender, and accept that these will be used to form the Contract.

I / We agree that until such time as a formal Agreement is executed by the parties, this Tender, together with the Council’s written acceptance thereof, shall constitute a binding Contract between us.

I / We agree that within 28 days of the acceptance of this Tender by the Council we shall take the following steps:

a) Execute a formal Agreement;

b) Produce to the Council for inspection, documentary evidence that the insurances required are property maintained;

I / We also agree that if we fail to undertake any of the aforementioned steps within the said period of 28 days the Council shall be entitled to treat the said binding Contract as terminated by our breach, but without prejudice to the Council’s right to claim against us for any loss or damage resulting from such breach.

I / We further agree that this Tender will remain open for consideration for a period of three months from the last date for the return of Tenders.

I / We understand that you are not bound to accept the lowest or any form of Tender you may receive.

Yours faithfully,

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| Print Name(s) in full: |  |
| Job Title(s) |  |
| Signed: |  |
| Date: |  |

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| --- | --- |
| Print Name(s) in full: |  |
| Job Title(s) |  |
| Signed: |  |
| Date: |  |

For and on behalf of:

|  |  |
| --- | --- |
| (Registered Company Name) |  |
| Registered Address |  |