**Annex 1**

**Form of Tender**

**Unconditional and irrevocable offer to The Crown Estate Commissioners in respect of its B2B Workplaces & Development Framework on behalf of […………..]**

1. I/We accept this Tender and acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender (receipt of which is also acknowledged) consisting of the following:

**This Invitation to Tender (Sections 1 to 4):**

Section 1 – Project Overview Details

Section 2 – Instructions to Tenderers

Section 3 – Evaluation Criteria

Section 4 – Evaluation Methodology

**List of Appendices:**

* + Scope of Services (Appendix A);
	+ Pricing Schedule (Appendix B);
	+ The Contract (Appendix C);

**Annexes within this ITT:**

* Form of Tender (Annex 1)
* Confidentiality Undertaking (Annex 2)
* Certificate of Non-Collusion (Annex 3);
* Schedule of Confidential Information (Annex 4);
* Supplier ITT Tender Return Checklist (Annex 5);
* Supplier guidance notes (within Tender Portal)’
* Supplier Charter (Annex 6);
* Glossary (Annex 7);

1. I/We hereby unconditionally and irrevocably offer to undertake the Services requested to be provided and performed under the Invitation to Tender in accordance with the Contract in the form in Appendix C of the ITT, including the Scope of Services as appended to the ITT and at the rates and prices stated in the Pricing Schedule Appendix B.
2. I/We confirm that:
	* 1. I/We are fully conversant with all the Invitation to Tender documentation; and
		2. this Tender is submitted strictly in accordance with the Invitation to Tender documentation including, but not limited to the instructions to Tenderers.
3. I/We enclose under cover of this Form of Tender the following mandatory documents, submitted via the e-portal:
	* 1. the Tender;
		2. the completed Price Schedule; and
		3. any other required supporting documents, where requested to form part of a response to a question and/or as an Annex to be completed by a Tenderer.
4. I/We undertake to execute a Contract for the proper and complete fulfilment of the Services or any part or parts thereof, as you may in your absolute discretion award to us. For the avoidance of doubt, each party shall bear their own costs in relation to executing the Contract.
5. I/We understand that by submitting this Form of Tender we confirm our unequivocal acceptance of the terms of the Contract as set out at Appendix C of the ITT without amendment and confirm that they have been accepted in that form (without amendment) by our insurers, legal advisers, parent companies and/or funders (as appropriate).
6. I/We agree that I/we shall commence the Services when instructed to do so by The Crown Estate pursuant to the terms of the Contract.
7. Except to the extent permitted by the ITT for the purposes of preparing and submitting a bid, I/We certify that the details of this Tender and the ITT have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person or organisation.
8. I/We acknowledge that The Crown Estate are not bound to accept the lowest or any Tender it may receive and reserves the right at its absolute discretion to accept or not to accept any tender submitted.
9. I/We certify that we have full power and authority to enter into a Contract and to undertake the Services, and that this is a bona fide tender.
10. Where a Tender is being submitted on behalf of a consortium of tenderers, only the Lead Member is required to sign and submit this Annex 1 on behalf of the consortium. The Lead Member must have full power and authority to submit this Annex 1 on behalf of all members of the consortium.

Signed for and on behalf

Tenderer Name .............................

Name…………………

Date………………………