# INVITATION TO TENDER

**Contract for: WOKINGHAM TOWN COUNCIL GROUNDS MAINTENANCE CONTRACT 2021–2024**

**Conditions of Tendering**

a) The tender and details of prices must be upon forms furnished by the Council and must be signed by the tenderer and the whole of the requirements set forth in the forms must be complied with or the tender cannot be considered.

b) Tenderers are particularly requested to carefully peruse the general conditions of contract and specification, and to make sure that they thoroughly understand them. All necessary explanations may be obtained from the Council but, when a tender has been accepted, the Council will not entertain any requests for a variation of its items on the grounds of any alleged mistake, oversight or misunderstanding.

c) The tender will not be considered if any variation or alteration is made by the tenderer in the general conditions of contract and specification, as issued by the Council.

d) Tenderers are prohibited from directly or indirectly canvassing members or officials of the Council in reference to any tender. The tender of any person who does so canvass will be rejected.

e) Any late tender will be rejected by the Council.

f) The Council does not bind itself to accept the lowest or any tender, and reserves to itself the right at its absolute discretion to accept a tender wholly or in part at the price or prices set out in the documents accompanying the tender. When a tender is accepted either wholly or in part the Council will enforce all the terms of the contract.

g) Each tenderer (whether their tender is accepted or not) shall treat the details of the tender and specification or other documents attached here as private and confidential.

h) The Council will not be responsible for or pay any expenses or losses which may be incurred by any person in the preparation of his tender.

**The completed tender is to be delivered by noon on 16th February 2021 and marked for the attention of the Town Clerk, Wokingham Town Council.**

**Please mark the envelope in the bottom left-hand corner:**

**‘Do not open before noon Tuesday 16th February 2021.**

**TENDER**

The work as detailed in these documents will be carried out for a total price for the three year period of:

**£ in the sum of**

 **……………………. (words)**

(excluding VAT)

If my tender is successful, the works shall be commenced on:

 (date)

(provided that the Council shall have issued to the Contractor a written notice to proceed) and shall be executed in accordance with the Contract for the same.

I agree that this tender and any contract which may result therefrom shall be based on the Council's conditions of tendering, specification and supplier’s contract.

Signed:

In the capacity of:

 **(BLOCK LETTERS)**

Date:

Duly authorised to sign tenders for and on behalf of:

Contractor's name:

 **(BLOCK LETTERS)**

Address:

Post Code:

Telephone:

The price quoted in this tender is valid for ...........days from the tender returnable date, subject to that period being not shorter than 60 days. If a validity period is not stated, it will be assumed that the offer is firm for 60 days from the tender returnable date or from the date of the last correspondence, whichever is the later.

**This tender for Grounds Maintenance is to be delivered no later than NOON TUESDAY 16th February 2021.**