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| **Schedule 4**    **Form of Tender** | | | |  |  |
| **Leadership Development 2016** | | | | |  |
|  | |  | |  |  |
| To: | | **Cotswold District Council, Trinity Road, Cirencester. GL7 1PX** | | |  |
| I/We: | | …………………………………………………………………….…………*(Name)* | | | |
| *Insert the full legal name of the intending tenderer or all of the intending tenderers (if joint) including ‘Ltd’ ‘plc’ or as the case may be.* | | | | | |
| *N.B. If the legal name is a business name not followed by ‘Ltd’ or ‘plc’ please state the legal nature of the intending tenderer e.g. partnership or sole trader.* | | | | | |
| Of: | | ……………………………………………….………………….…………*(Address)* | | | |
| or | |  | |  |  |
| Being a company registered in England/Scotland/…………………………………..…………………… | | | | | |
| Whose registered number is……………………………………..*(Insert company registration number)* | | | | | |
| Whose registered office is at ……………………………………………………..………….…..*(Address)* | | | | | |
| or | |  | |  |  |
| Being a partnership comprising: ….………………………………………………………..………………. | | | | | |
| ……………………………………………………………..………………………………………………… | | | | | |
| …………………………………………………….………..*(Insert names and addresses of all partners)* | | | | | |
| hereby undertake to provide and supply all goods and/or services and/or works, and to execute the whole of the Contracts in accordance with the tender document pack, which I/We have inspected all details contained therein for the sums quoted. | | | | | |
| In the event of this tender being accepted, I/We hereby undertake to enter into a formal Contract with the Council’s, for the proper and complete performance of the contract, such Contract to be prepared by the Council’s legal representative at the Companies expense. Each party to such Contract is responsible for their own legal costs. | | | | | |
| Dated this: | …………… day of | | ……………………………..……………… | | 2016 |
| Signed: | …………………………………………………..………………..………………………… | | | | |
|  | | | *(signature(s) of (or on behalf of the Tenderer(s)* | | |
| Full name of signatory: | | | ……………………………………………………………………….. | | |
| Capacity of signatory: | | | ……………………………………………………………………….. | | |
| On behalf of: | | | ……………………………………………………………………….. | | |
| ………………………………………………………………………………..*(Full name(s) of Tenderer(s)* | | | | | |
| The Form of Tender must be duly completed and submitted to a **Cotswold District Council, Trinity Road, Cirencester. GL7 1PX** and marked for the attention of the **Business Partner Procurement** by **no later than 12:00 hours Monday 12 September 2016.** | | | | | |