



Department  
for Environment  
Food & Rural Affairs

**FORM OF TENDER**

(Print, Sign, Scan and Upload to e-Sourcing system)

To be returned by 12:00 (UK time) on 20<sup>th</sup> January 2023

Ed Butler  
Senior Commercial Officer

Department for Environment, Food and Rural Affairs  
Defra Group Commercial  
Horizon House  
Deanery Road  
Bristol  
BS1 5AH

TENDER FOR THE: Logistics Planning Tool  
Tender Ref: C5240

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1. We have examined the Bidder Pack (invitation to tender) and its appendices set out below (the **Bidder Pack**) and hereby offer to provide the goods, works and/or services specified in the Bidder Pack and in accordance with the attached documents to the Authority commencing 3<sup>rd</sup> April 2023 for the period specified in the Bidder Pack.
  2. If this Tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
  3. We agree that:
    - a. before executing the Contract substantially in the form set out in the Bidder Pack, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
    - b. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2009, the Contract may be executed electronically using the Authority's electronic tendering and contract management system;
    - c. we are legally bound to comply with the confidentiality provisions set out in the Bidder Pack;
    - d. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;

- e. the Tender shall remain valid for 182 days from the closing date for Responses specified in the Bidder Pack; and
  - f. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
4. We confirm that:
- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
  - b. if there are or may be such circumstances giving rise to an actual or potential conflict of interest, we have disclosed this in full to the Authority.
5. We undertake and it shall be a condition of the Contract that:
- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
  - b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
  - c. we have not made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.
6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the Bidder Pack.

**Signed**

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**Date**

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**In the capacity of**

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**Authorised to sign  
Tender for and on  
behalf of**

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**Postal Address**

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**Post Code**

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**Telephone No.**

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**Email Address**

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