

**Form of Quotation**



Ealing Council

Contract for 2020-21 Short-term Floating Support for Housing  
Demand

Part B1

---

Form of Quotation

---

## CONTENTS

1. Tenderer's Contact Details – to be completed by the Tenderer
2. Acknowledgement and Undertaking – to be completed by the Tenderer
3. Offer – to be completed by the Tenderer
4. Statement of Interest – to be completed by the Tenderer

The form of quotation is in four parts: the Tenderer's contact details, the acknowledgement and undertaking, the offer and the statement of interest. You must complete and return all four parts.

Each part must be completed in ink and signed by hand by representatives who are authorised to make the quote on your behalf.

If you are submitting an electronic quotation the form of quotation must be a scanned original, e-signatures will not be accepted.

---

**PART 1**  
**TENDERER'S CONTACT DETAILS**

Name of Tenderer :
--------------------

Registered office address :

Business address (if different) :

Name of Contact :	
Tel. no. :	Fax no. :
E-mail address :	

## **PART 2**

### **ACKNOWLEDGEMENT AND UNDERTAKING**

1. We acknowledge that Ealing Council has invited us to quote for the contract for 2020-21 Short-term Floating Support for Housing Demand as described in the specification and the terms and conditions referred to in Part 3.0 of the invitation to quote.
2. We acknowledge that we have examined the specification and the terms and conditions of contract and have had the opportunity to ask Ealing Council for clarification and to propose changes before we submit our quote.

We acknowledge that we have received notice of any changes to the specification or the terms and conditions or both that Ealing Council are prepared to accept.

3. We acknowledge that Ealing Council has made clear to us that it will not enter into any negotiations whatsoever on the specification or the terms and conditions of contract after the latest date for submission of tenders.
4. In consideration of Ealing Council inviting us to tender for this contract, we agree and declare that our tender is not qualified by or conditional upon any changes to the specification or the terms and conditions of contract, other than those (if any) which Ealing Council has advised us it is prepared to accept.
5. We undertake that, if our tender is acceptable to Ealing Council, we will not seek to introduce or negotiate any changes either to the specification or to the terms and conditions of contract nor to delay execution or signature of the contract documents by reason of any such changes.
6. We acknowledge that we have had the opportunity to take legal, commercial and insurance advice from our professional advisers before making this tender.

Signed :
Name IN CAPITALS :
Position in company :
This signatory is authorised to sign this Acknowledgement and Undertaking for and on behalf of the Tenderer
Date :

**PART 3**  
**OFFER FOR THE CONTRACT FOR 2020-21 Short-term Floating Support for Housing Demand**

**To: The Council of the London Borough of Ealing, Town Hall, New Broadway, London, W5 2BY.**

1. We have examined the instructions to tenderers, specification, conditions of contract, and all other Invitation to Tender documents issued by the Council for the supply of services in connection with the above contract ("the Services").

We hereby offer and undertake to provide the Services throughout the duration of the contract in conformity with the specification, the conditions of contract, our tender proposals and all appendices, pricing documents and other tender documents submitted herewith for the sum of :

Price in words	<b>Seventy Four Thousand Nine Hundred and Ninety Nine pounds</b>	
Price in figures	<b>(£ 74, 999 )</b>	<b>exclusive of VAT.</b>

2. Should our tender be accepted, we undertake to execute a formal agreement incorporating the documents mentioned above. Until such an agreement is executed, this Form of Tender and the acceptance hereof by the Council shall constitute a binding contract between us.
3. We acknowledge and understand that the insertion by us of any conditions qualifying our tender or any unauthorised alteration to any of the tender documents shall cause our tender to be rejected.

4. We understand and accept the Council's requirement for genuine competition in tender procedures, in order to achieve best value. In consideration of your inviting us to tender, we undertake not to do any of the acts (a) to (f) mentioned below. We understand that you will reject our tender if you have reason to believe we have done any of those acts, or have otherwise jeopardised the genuine competition of the tender procedure and that you may report us to the Office of Fair Trading or the Metropolitan Police or both. We understand that you may take steps, including proceedings through the courts, to recover from us any costs or losses incurred by the Council as a result of our anti-competitive behaviour.
- We certify that this is a bona fide tender and we have not :
- (a) entered into any agreement with any other person with the aim of preventing tenders being made or as to the amount of any tender or the conditions upon which any tender is made;
  - (b) informed any other person of the amount or approximate amount of our tender or any other details of our tender, except where such disclosure was necessary to obtain insurance quotations required for the preparation of the tender or to take advice from our legal and financial advisers;
  - (c) caused or induced any person to enter into such an agreement as mentioned in paragraph (a) above or to inform us of the amount or approximate amount of any other tender for the contract;

- (d) sought or obtained any confidential information from an employee, ex-employee, consultant or member of the Council;
- (e) directly or indirectly canvassed any member, officer, servant or agent of the Council concerning the acceptance of any tender or directly or indirectly obtained or attempted to obtain from any member or officer, information concerning any other tenderer or any tender submitted by another tenderer;
- (f) offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this tender or any other tender or proposed tender for the Services any act of the sort described in paragraphs 4(a), (b), (c), (d) or (e).

We also undertake not to do any of the acts mentioned in paragraphs 4(a), (b), (c), (d), (e) or (f) before the latest date and time specified for return of tenders for the contract. In this paragraph, "person" includes companies, firms and unincorporated associations and "agreement" includes any arrangement, whether formal or informal and whether legally binding or not.

We also certify that we are not a party to any scheme or arrangement under which any other tenderer may be reimbursed any part of his/her tender cost.

5. We agree that the Council may, at its sole discretion, contact any third parties quoted in our tender proposals and may, if it so wishes, make inspections of completed projects, the details of which will be provided, if required by the Council
6. We agree that this tender shall remain open for acceptance by you and shall not be withdrawn for a period of 28 days from the latest date for return of tenders.
7. We acknowledge that you are not bound to accept the lowest or any tender you may receive, and that you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.
8. We acknowledge that the Freedom of Information Act 2000 gives a general right of access to information held by public authorities and that the Council's decision on what information will be released in response to an access request is final. We understand that the Council may apply relevant exemptions in appropriate cases.

1. Signed :

Name IN CAPITALS :

Position in company :

This signatory is authorised to make this Offer for and on behalf of the Tenderer

2. Signed :

Name IN CAPITALS :

Position in company :

This signatory is authorised to make this Offer for and on behalf of the Tenderer

Date of Offer :

## **PART 4**

### **STATEMENT OF INTEREST**

Any organisation failing to disclose relationships may be disqualified from being invited to quote.

I / we confirm that no officer, employee or consultant of our organisation is an employee or ex-employee of the Council.

I / we confirm that no officer, employee or consultant of our organisation is connected to an employee or ex-employee of the Council.

I / we confirm that no officer, employee or consultant of our organisation is an elected member of the Council or someone who has been an elected member in the last 4 years.

I / we confirm that no officer, employee or consultant of our organisation is related to or otherwise connected with an elected member of the Council

I / we confirm that no officer, employee or consultant of our organisation is involved directly, or indirectly, in providing services to the Council

I / we confirm that no officer, employee or consultant of our organisation, is involved in any other organisation/company that may be interested in bidding for the Council's services under this quotation / tender procedure

Please use this space to declare any interests that are in conflict with the above statements:

--

Signed :
----------

Print name :
--------------

Company name :
----------------

Date :
--------