**Appendix A**

**C235602**

**Form of Offer**

**(for mandatory completion and return)**

|  |  |
| --- | --- |
| Contract Reference: | CXXXXX  Title |
| Name of Authorised Representative: |  |
| Position: |  |
| Email: |  |
| Organisation: |  |

*MUST be completed by an authorised signatory on behalf of the Organisation*

# Note to supplier: If you are submitting an offer as a Consortium each member of the Consortium will need to complete and sign one form of offer. The section below will also need to be completed.

**Agrees:**

1. That this offer and any contracts arising from it shall be subject to the Invitation to Tender Document, the terms and conditions of Contract (Appendix X) for the provision of the above Service, the Specification – as detailed in Appendix X, and all other terms issued with the ITT, and;
2. To supply the services in respect of which its offer is accepted (if any) to the exact quality, sort and price specified in the Offer.
3. To maintain its offer for a period of 90 days as per Invitation to Tender document.
4. To maintain the Confidentiality of this procurement process, as detailed within the Invitation to Tender instructions and that any breach of this Confidentiality may result in the removal of any submitted tender from the procurement process, regardless of the stage of the procurement.
5. That this offer is made in good faith and that the Bidder has not fixed or adjusted the amount of the offer by or in accordance with any agreement or arrangement with any other person. The Bidder certifies that it has not and undertakes that it will not:

4.1.1 Communicate to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary for the preparation of the offer.

4.1.2 Enter into any arrangement or agreement with any other person that he or the other person(s) shall refrain from making an offer or as to the amount of any offer to be submitted.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Title:** |  |
| **Date:** |  |

The Form of Offer must be signed by an authorised signatory: in the case of a partnership, by a partner for and on behalf of the firm; in the case of a limited company, by an officer duly authorised, the designation of the officer being stated.