1. The Order Form appears to relate to an Adoption Project, and contains other red figures in brackets.

We assume the order will be fully completed once the successful bidder is identified?

The terms and Conditions E shall be populated and signed by the successful bidder on award of contract. A version has now been uploaded which has no reference in the form.

2. In order to price the bid and to take into account cash-flow, it would be useful to know if the intent is for staged payments, or if one payment following the completion is intended?

This is a short project but if it is required it will be possible to make a 50 per cent mid-point payment based on milestones determined at pre-agreement meeting; 50 per cent on completion.

3. The payment period on the order currently shows 10 days from invoice, which overrides the standard 20 days in 1.1(n) of the conditions.

Could the intent for this contract be stated please?

The payment can be according to the tender as the T&C’s are just an outline of what will be applied.

4. Our standard insurance terms are £1m of Professional Indemnity and £1m of public and employer liability.

If higher figures are required we will need to obtain quotes for that higher cover, which may affect pricing of the bid, so would it be possible to confirm the intent here please?

The Professional Indemnity can be reduced to  £1m however in terms of Employer’s Liability (EL) HSE state that the minimum requirement is £5m and this is stated in the contract particulars “the minimum level required under the governing law for Employer’s Liability”. Employer’s Liability will be £5m.

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5. May we assume that the specification for the work will be based on the ITT?

Correct, the specification for the work is based on the ITT

6. Page 8 of the ITT contains statements in relation to Intellectual Property.

Section 5. of the conditions has different, more detailed, statements related to IP, including two Options, A and B. The order form appears to require selection of only one of those options.

Can you confirm that the approach to be taken to IP in the contract will be shaped to the most appropriate form once the successful bidder is identified?

Option A and Option B noted in the conditions provide for two methods for the intellectual property rights arising from the work to reside with London Councils, in line with the ITT.