
Invitation to Quote

Issued on behalf of
The Mayor's Office of Policing and Crime
(MOPAC)

**ITQ Title: Cookham Wood – Victimisation of
Offending, Through the Gate mentor pilot**

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Conditions of Quote

A1. Background to the Authority

The Mayor's Office for Policing and Crime (MOPAC) invites you to bid for the requirements detailed below in accordance with the conditions outlined within this document.

The Mayor's Office for Policing and Crime (MOPAC) was established in 2012 and is the Police and Crime Commissioning body for London. MOPAC works in partnership across agencies at a local and national level to ensure there is a unified approach to preventing and reducing crime. MOPAC is responsible for delivering the Mayor of London's Police and Crime plan through a range of grants and contracts. The provision of general and specialist services to victims of crime is a key element of this spending, as MOPAC has a statutory responsibility in this area, and MOPAC also funds a range of programmes focussed on reducing re-offending and crime reduction.

London's Violence Reduction Unit, which was established in 2018, is a separate unit within MOPAC that brings together specialists from health, police, local government, probation and community organisations to tackle violent crime and the underlying causes of violent crime.

A2. Contract details

This work has a maximum value of £90,000, from October 2021 to March 2023.

A decision will be taken in late 2022 as to whether this project can be extended.

A3. General Conditions

Your submission must be in accordance with our terms and conditions, which are attached. Submission of your quote will signify your acceptance of these.

We are not bound to accept the lowest or any bid or to accept you as a sole supplier.

The prices you quote are to remain fixed for the duration of the contract.

MOPAC (including the VRU) reserves the right to extend or cancel the Invitation to Quote (ITQ) process at any point. MOPAC (including the VRU) is not liable for any costs resulting from any cancellation of this ITQ process or for any other costs incurred by those quoting for this Contract.

It is the bidder's responsibility to ensure that they read and adhere to all information and changes within the document.

MOPAC (including the VRU) reserves the right to seek further clarification or post clarification information from bidder/s, this may take the form of written or interviews requests.

MOPAC (including the VRU) reserves the right not to make any further changes to the terms and conditions (the draft contract). Any approved revisions will only be made during the official clarification stage, as outlined in this document. Bidders must therefore raise any queries they have regarding the terms and conditions during the official clarification stage. If any such questions are raised later than this by the preferred bidder, they may not be considered and may result in the contract not being awarded to the preferred bidder.

However, if a bidder still wishes to suggest any changes to the terms and conditions (the Contract) they must do so in their bid submission via completion of D4.6 Form of Tender 2, of this document. MOPAC (including the VRU) may consider suggested changes but is not bound to accept any suggested changes. There we recommend you use the clarification process to ensure you are clear about the amendments that will be approved.

If a bidder is successful, the terms and conditions issued with the tender documents will be utilised to form the contract. There will not be any further opportunity to request changes.

A4. Confidentiality & Publicity

The contents of this ITQ and of any other documentation sent to you in respect of this process are provided on the basis that they remain the property of MOPAC (including the VRU) and must be treated as confidential.

You may not undertake any publicity activities with any part of the media or other third party in relation to the Contract or this ITQ process without the prior written agreement of MOPAC (including the VRU), including agreement on the format and content of any publicity.

A5. Freedom of Information

As part of MOPAC's (including the VRU's) duties under various legislation (including the Freedom of Information Act 2000), we may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

If you consider that any of the information provided in your bid to be commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then you should contact MOPAC to request a form regarding commercial sensitivity. This will allow you to clearly mark commercial sensitive information as "Not for disclosure to third parties" together with valid reasons in support of the information being exempt from disclosure under relevant legislation. This form must be submitted along with your ITQ bid in order to be considered.

Bidders should note that this ITQ once published by MOPAC may be made available to the public on request

A6. Contact Details and Deadline for Submission

The lead contact for this ITQ is Hannah Johns available at tender@mopac.london.gov.uk

You are strongly encouraged to ask clarification questions and submit them to the lead contact person via the above email. Clarification questions and answers will be shared with all bidders, unless any question and answer is deemed to be commercially or otherwise sensitive.

Your quote must be submitted via email by no later than the date and time set out below. MOPAC (including the VRU) reserves the right not to accept submissions received after that date and time.

The timetable for the ITQ is as follows:

Timetable:

Details	Date*
Invitation to Quote (ITQ) Published	4 August 2021
Open for Clarification Questions	5 August 2021
Deadline for Clarification Questions	11 August at 12pm NOON
Final Clarification Responses	13 August 2021
Deadline for Submission of ITQ Bids	6 September 2021 at 12 NOON
Opening Submissions and Compliance Checks	7 September 2021
Evaluation	13-17 September 2021
Governance	21 – 24 September 2021
Notification Letters	27 September 2021
Contract issued for signature	28 September 2021

Contract Start Date	28 September 2021
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**The dates in this table are approximate and are subject to change.*

A7. Documents required for submissions

The following must be included as part of your quotation:

- Completed ITQ document: you must answer all questions in section C as part of this document; submitting in any other format or template may not be accepted. Failure to do so may result in your bid not being evaluated.
- Pricing Quote

A8. Evaluation

You must pass all of the mandatory questions in section **Error! Reference source not found.**

MOPAC (including the VRU) completes financial checks on all bidders as standard. Bidders who do not pass this section will not proceed to have the rest of their bid evaluated and will be disqualified from the tender process. MOPAC seeks the right to ask for further clarification should a bidder fail this financial check.

The information provided as part of sections C1 Quality Questions and C2 Pricing Section will be used to evaluate the successful quote as follows.

The evaluation criteria to be used will be:

Award Evaluation Criteria	Section score (maximum available) as %
Quality	80
Price	20
Total	100

A9. Quality evaluation methodology

Quality will be measured upon evaluation of Bidders' responses to the quality questions in section C1. Each question must be completed.

Your responses to each quality question will be evaluated by an evaluation panel using the following scores:

Score	Definition	Descriptor
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0	Unacceptable	The information required is either omitted or fundamentally fails to meet the relevant submission requirements or to address the Authority's requirements. Insufficient evidence to support the proposal to allow the Authority to evaluate.
1	Poor	The information submitted has insufficient evidence to demonstrate that the relevant submission requirements or the 'Authority's requirements can be met. Significant omissions, serious and/or many concerns.
2	Adequate	The information submitted has some minor omissions in respect of the relevant submission requirements or the Authority's requirements. The tender satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns.
3	Good	The information submitted provides some good evidence to meet the relevant submission requirements or the Authority's requirements and is satisfactory in most respects and there are no major concerns.
4	Very Good	The information submitted provides good evidence that all the submission requirements or the Authority's requirements can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence.
5	Excellent	Authority's requirements can be met and the proposal exceeds expectation i.e. provides added value or continuous improvement, with evidence to support the response. the response provides full confidence and no concerns.

Each question has a weighting, as specified in the question. The weighting will be applied to your scores and a total quality score will be calculated.

A10. Pricing evaluation methodology

Price will be evaluated based on the lowest price bidder achieving the maximum percentage available for the pricing element. Higher priced bids will receive a proportional score based on the amount higher they are than the lowest bid. The calculation is:

Lowest Bid Price [A] ÷ Bidder's Bid Price [B] x pricing weighting

For example, where the pricing score will comprise of 20% of the overall score, where the lowest bid price (A) is £80, and where the Bidder's bid price (B) is £100, the Bidder's score would be calculated as follows:

$$(80/100) \times 20 = 16\%$$

Price	Formula
Lowest Bid Price (A)	£80
Bidder's Bid Price (B)	£100

Calculation	$80/100 = 0.8$
Convert to score	$0.8 \times 20 = 16\%$

A11. Abnormally low bids

Your pricing bid will be reviewed to consider if it appears to be abnormally low. An initial assessment will be undertaken using a comparative analysis of the price proposal received from all bidders, with reference to the methods proposed by you.

If the assessment shows that your tender may be abnormally low, then MOPAC (including the VRU) may request a written explanation of your bid price.

Following your written explanation, if MOPAC (including the VRU) is still of the opinion that you have submitted an abnormally low offer, MOPAC will confirm this with you and advise you that either: your bid has been rejected or; that for tender evaluation purposes MOPAC will make an adjustment to the price proposal to take account of any consequences of accepting an abnormally low tender.

A12. Award of the contract

Bidders who reach this stage of evaluation will have their total consensus quality and price scores added together to give a total weighted score. The bidder with the highest weighted score will be recommended for award of this contract.

Where there are two bidders with the same weighted total scores, the provider out of the two with the highest score for pricing will be the first ranked provider.

MOPAC (including the VRU) reserves the right to award part contract.

MOPAC (including the VRU) reserves the right not to award a contract.

MOPAC (including the VRU) reserves the right to make changes of a drafting nature to the Contract Documents.

B Scope of Requirement

- 4.1.1 The pilot will work with young people who have suffered harm, including physical, mental or emotional harm, as a result of a criminal offence, or who are relatives of someone whose death was directly caused by a criminal offence. This definition is taken from the Government's Victims Code of Practice.
- 4.1.2 The overall aim of the through the gate mentors is to increase links with victim services, increasing the wellbeing of the boys, and to help them cope and recover from their victimization.

4.2 Pilot objectives

- 4.2.1 The aims of the Cookham Wood Victimisation of Offenders pilot are to:
1. Reduce reoffending amongst boys who are released from Cookham Wood YOI.
 2. Reduce violence levels in Cookham Wood YOI
 3. Improve mental health and resilience, thinking skills and attitudes
 4. Support with links to victim services, helping the boys cope and recover from their victimization.
 5. Improve support networks and personal relationships
 6. Increase employment rates, educational attainment and employment-related skills
 7. Improve partnership working and information sharing between agencies, specifically with victim services
- 4.2.2 A logic model detailing the activities, outputs, outcomes and impacts for the Cookham Wood Victimisation of Offenders pilot can be found along side the other tender documents.
- 4.2.3 Due to the short term nature of this pilot, some outcomes, such as reducing reoffending, may not be able to be measured straight away, but the other outcomes may have an overall effect on this outcome in the long term.

5 Service Requirements

The Supplier is required to recruit suitable mentors who will work in Kent and London to provide a through the gate service for young people over the course of 8 weeks (4 in prison and 4 outside).

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- The YOI will only have a small amount of boys leaving per month, and so the mentors can expect no more than 15 boys in their care at once.
 - The Supplier should endeavor to engage the young people in ensuring the mentors deliver a person-centered approach
 - The Supplier must be able to demonstrate a trauma-informed approach to their work with the boys, along with a needs assessment to explain which boys are chosen for the mentorship.
 - The Supplier must be able to mobilise in early October to commence recruitment and security clearances, with mentors starting in December 2021. A project timeline is included at 5.1.14.
 - The Supplier is expected to engage at least 300 boys during the pilot period.
 - The meetings should be carried out via a range of methods to ensure it is accessible to young adults with different engagement styles. These may include drop-in sessions, informal consultation before and after appointments or by telephone or more formal consultation approaches.
 - Cookham Wood will refer the boys to the mentors, with the Supplier creating a needs assessment to ensure a person-centered approach.
 - Each individual mentorship will take place over 8 weeks, with the first four weeks being used to prep the young person to leave the YOI, and the final four to help them reacclimatize to life outside the YOI.
 - The Supplier must ensure that the mentors chosen are trained correctly and performing to a high standard.
 - As the number of boys eligible for the pilot will continue to change, it is expected that there will be changes in workload for the mentors as the pilot is delivered. There will not be more than 15 cases per mentor at any one time.
 - During the course of the pilot, the Supplier is expected to collect data on the mentorship scheme and share the data with MOPAC for the evaluation. The information needed will be confirmed with the contract, but would likely include:
 - Impact data
 - Numbers of boys worked with
 - Number of interactions with Victim services
 - Performance of the mentors

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- Surveys of the boys on their wellbeing, motivation, attitudes and thoughts on the mentorship.
 - Surveys with the mentors on implementation challenges, and thoughts on the process

C Evaluation

C1.1 Quality Questions

All questions must be answered in part C1.1 within the response boxes provided in this document unless otherwise stated. Responses submitted in alternative formats and templates will be rejected.

C1. Quality Questions Summary

Question Number	Weighting (%)	Page number/ word count
Written Question 1	e.g. 15%	300
Written Question 2	e.g. 35%	700
Written Question 3	e.g. 15%	300
Written Question 4	e.g. 15%	300

C1.2 Written Questions

Question 1	Please demonstrate your understanding of the overall specification, including the service aims, scope and requirements. You should include reference to how your experience will enable you to respond effectively to these requirements. Photos of previous projects may be included.
Weighting	15%
Word limit	300
<p>[Enter response here]</p> <p>Word Count:</p>	

Question 2	Please set out an overview of the approach that will be used to deliver each of the service requirements and how this will meet the aims and objectives of the service. Your response should cover
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	<p>your approach to:</p> <ul style="list-style-type: none"> - Creating and managing a trauma informed approach to working with young people - Recruitment and training of through the gate mentors - How the service will be specifically designed to engage the boys and maintain their engagement with the service?
Weighting	35%
Word limit	700
<p>[Enter response here]</p> <p>Word Count:</p>	

Question 3	<p>Please provide details of your proposed personnel for the service, including number of staff, experience and knowledge. Please also provide evidence of key organisational capabilities that you have that will ensure the effective delivery of the Service. Please explain how you will respond to the Service requirement of a culturally competent and relatable workforce.</p>
Weighting	15%
Word limit	300
<p>[Enter response here]</p> <p>Word Count:</p>	

Question 4	<p>Please provide details of your approach to, and plan for, mobilisation</p>
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	<p>in order to mobilise and deliver the service within the desired timeframe. Please provide an overview of your approach to identifying and managing risk. This should include both your approach to managing risk throughout the mobilisation period, and during service delivery, paying particular attention to how you will manage any risks linked to safeguarding and the safety of service users.</p> <p>Please include;</p> <ul style="list-style-type: none">• details of the key risks you have identified; and• your approach to managing and mitigating these risks.
Weighting	15 %
Word limit	300

[Enter response here]

Word Count:

MOPAC reserves the right to request post clarification question/s either as interviews or written responses, MOPAC will inform Bidders if post clarification/s is required during the evaluation process.

C2. Pricing Section

ESSENTIAL:

All pricing submissions must be answered in the separate pricing documentation provided otherwise stated. Responses submitted in alternative formats and templates will be rejected.

This is a most economically advantageous tender, with 80% awarded for quality, and 20% for price. Note that pricing is not the only criteria.

D Bidder Submission of Quote Mandatory Forms

Bidders must answer all questions must be answered in this section

D1. Bidder Organisation Details

Organisation's name	
Organisation's address	
Organisation's telephone number	
Organisation's web address	
Is your organisation a Small or Medium Sized Enterprise? (SME)	Yes / No
Is your organisation a Voluntary and Community Sector organisation? (VCS)	Yes / No
Company Registration Number (if applicable)	
Charity number (if applicable)	
Name of main Contact	
Contact person's position	
Contact person's telephone number	
Contact person's email address	

A financial standing exercise will be conducted on bidders. Only providers deemed economically sound will be awarded the contract. MOPAC reserves the right to ask providers for further clarification and annual turnover documentation to support this exercise.

D2. Diversity Monitoring Form

The MOPAC encourages tender applications from all sections of the community. We endeavour to appoint contractors who are committed to promoting equality of opportunity in their own employment and service delivery, and who can demonstrate an ability to assist the MOPAC achieve its statutory responsibilities in this important area.

The MOPAC is also committed to maximising the diversity of our supplier base. In order to help us monitor whether we are successful in this aim we ask all applicants to complete this form.

The information provided below will NOT be scored and is kept confidentially, therefore this information will not affect your application in any way.

Serial	Question	Answer
1	Contract number/reference <i>(to be completed by Authority)</i>	MOPAC
2	Contract start date <i>(to be completed by Authority)</i>	TBC October 2021
3	Contract finish date <i>(to be completed by Authority)</i>	TBC December 2022
4	Number of employees in your Company	
5	Your enterprise turnover p/a in thousands	
6	Is your enterprise majority BAME ¹ owned/led?	
7	Is your enterprise majority owned/led by women?	
8	Is your enterprise majority owned/led by disabled people?	
9	Is your enterprise majority LGBT owned/led?	
10	What is the % of BAME staff in your enterprise workforce?	
11	What is the % of women staff in your enterprise workforce?	
12	What is the % of disabled staff in your enterprise workforce?	
13	What is the % of LGBT staff in your enterprise workforce?	
14	What % of your workforce resides in London?	

¹ **BAME**: Black, Asian, Minority Ethnic, know until recently as BME. Black is an inclusive term for all ethnic groups who have a common experience of discrimination on the basis of their skin colour. An ethnic minority community is an ethnic group that is numerically smaller than the predominant white group in Britain. A BAME Company is one which is majority BAME owned or led.

¹ Ownership of Third Sector organisations relates to how they are governed. Third Sector organisations are governed through a management committee made up (volunteer) trustees. In this case 51% or more trustees should be from BAME, women, disabled, LGBT groups in order for these organisations to be deemed as being minority owned/led.¹

LGBT: Lesbian, Gay, Bisexual and Transgender.

D3. Collaborative Bids

1. Are you submitting a collaborative bid?

☐ Yes ☐ No

2. If yes, please ensure that all sections are completed by the lead bidder. Please ensure that only one bid is completed and returned to the Authority, which consolidates the offering from any other party/ies that you are bidding with. It is the responsibility of the lead bidder to ensure that all due diligence on partners in your collaboration is conducted. Please provide the name(s) of the organisation(s) you are collaborating with:

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D4. Mandatory Forms Continued

Please note, should you make a submission, it will be deemed that you have accepted the Mandatory Forms in this section. Please note that printed names as signatures are deemed suitable.

D4.1 Business Continuity

Question	YES/NO Pass/Fail
<p><u>Business Continuity Plan</u></p> <p>A Business Continuity Plan is a plan to that explains how business processes and operations can continue during a time of emergency or disaster and includes an exit management plan.</p> <p>Please confirm that you have a business continuity plan, which you would make immediately available to MOPAC should you be successful with your bid.</p> <p>Please provide details of how you are prepared to continue operations if there are a change of Covid-19 restrictions during delivery of this work.</p>	
Please confirm that you can share the most recent two years of audited accounts OR a statement of turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of operations where this information is not available in audited form	
Please confirm that you hold public liability and employer's liability insurance policies	
Please confirm that you have a health and safety or equivalent policy in place	
Please confirm that you have an equality and diversity or equivalent policy	
Please confirm that your organisation is General Data Protection Regulation (GDPR) compliant	

D4.2 Conflict of Interest Declaration

In responding to the questions below the signatory is to include in its consideration of any matters, private interests or relationships which could or could be seen to influence any decisions taken or to be taken, or the advice you are giving to the Mayor's Office for Policing and Crime, or that may result in an adverse impact on competition for the purposes of this procurement.

The types of interests and relationships that may need to be disclosed include investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social or personal relationships that could, or could be seen to impact upon your responsibilities and existing or previous involvement that could create a potential, actual or perceived conflict.

If response is yes to any of the questions below, please provide full details as a separate attachment.

Questions	Yes / No
Are you affiliated or otherwise connected (e.g. in joint venture whether incorporated or unincorporated, partnership, alliance or as a sub-contractor/sub-consultant) with any firm that supplies products, works or services to MOPAC (including the VRU) or is currently tendering to do so?	
In the past 12 months, to the best of your knowledge, has any member of your organisation or your supply chain had any direct or indirect involvement (by way of trading, sharing information, participating in industry for or jointly delivery goods/works/services) with any other company acting as a supplier to MOPAC (including the VRU)?	
At any time in the past 12 months, to the best of your knowledge, has any member of your organisation or supply chain received any gift (other than promotional items) or hospitality from a supplier or employee to MOPAC (including the VRU)?	
At any time in the past twelve months, have you or anyone from your organisation or supply chain given any gift (other than promotional items) or hospitality to an employee of MOPAC (including the VRU)?	
Is there any occasion where you or members of your organisation or supply chain may use MOPAC (including the VRU) resources	

(equipment, space, supplies or paid individuals) in performing paid or unpaid activities for organisations other than MOPAC (including the VRU)?	
Are there any other activities not reported under the previous questions that may give rise to a conflict of interest with respect to their work with MOPAC e.g. through personal or working relationships with current or former employees or through prior employment with MOPAC (including the VRU) or third party suppliers or in connection with the Integrated Victims and Witnesses Service	

I, as representative of all companies associated with the Applicants submission, hereby confirm that I have read and understood the above statements and that I will make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest.

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify MOPAC (including the VRU) promptly and no later than 14 days of becoming aware of such information and undertake to take such action as MOPAC (including the VRU) may reasonably direct.

Signature:	
Name:	
Designation:	
Company:	
Date:	

D4.3 Non-Collusion

Refusal to give this declaration and undertaking will mean that this ITQ submission will not be considered.

D4.4 Declaration:

I / We declare that:

I / We have submitted a bona fide response to MOPAC (including the VRU)'s ITQ for the provision of Through the gate mentors and that I / We have not fixed or adjusted any responses or information provided in accordance with any agreement with any other person.

I / We have not done and I / we undertake that I/ we will not do at any time before the contract is awarded:

- Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tenders;
- Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or
- Offer or pay or give or agree to pay any sum of money 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 any other tender or proposed tender for the Transitions to Adulthood Co-Design and Installation of Artworks.
- Any act or thing of the sort described above.

I/ We agree that the terms of the above declaration will form part of any contract with MOPAC (including the VRU), their servants or agents resulting from the acceptance of my / our tender and that any breach of this declaration and undertaking will be deemed to be a breach of that contract entitling MOPAC (including the VRU), their servants or agents to determine my / our employment under that contract.

Signed		Date	
Company			
Position			
For and on behalf of:			

D4.5 Form of Tender 1

I confirm and accept that:

1. The information provided in this Invitation to Quote (ITQ) document for the provision of service for the Through the Gate mentors was prepared by MOPAC (including the VRU) in good faith. It does not purport to be comprehensive or to have been independently verified. Neither MOPAC nor any member of the MOPAC group company has any liability or responsibility for the adequacy, accuracy, or completeness of, and makes no representation or warranty, express or implied, with respect to, the information contained in the Invitation to Quote document or on which such documents are based or with respect to any written or oral information made or to be made available to any interested Supplier or its professional advisers, and any liability therefore is excluded.
2. The provisions of 'Notice to Bidders', of the ITQ has been and will continue to be complied with.
3. Nothing in the ITQ document or provided subsequently has been relied on as a promise or representation as to the future. MOPAC (including the VRU) has the right, without prior notice, to change the procedure for the competition or to terminate discussions and the delivery of information at any time before the signing of any agreement.
4. MOPAC (including the VRU) reserves the right (on behalf of itself and its group companies) to award the contract for which tenders are being invited in whole, in part or not at all.
5. This tender shall remain open for acceptance by MOPAC (including the VRU) and will not be withdrawn by us for a period of 3 months from the date fixed for return.
6. The information provided by us is true and accurate.

Signature:	
Name:	
Designation:	
Company:	
Date:	

D4.6 Form of Tender 2

Having made due allowances for the full requirement in the ITQ documents we hereby offer to provide the Services to MOPAC (including the VRU) (or any member of the MOAPC group) in accordance with the terms and conditions stated therein for the rates detailed in Appendix A2 – Financial Submission.

Note, by completing box 1 you agree to the terms and conditions of contract in full with no amendments. If you sign box 1 and propose alternative conditions of contract elsewhere in your submission it will be treated as if you had signed box 2.

If you do not wish to accept these conditions you should complete box 2. You should submit your bid clearly detailing your reasons for non-acceptance. If we offer a contract in the belief that your bid is compliant and you then attempt to negotiate alternative conditions we **WILL WITHDRAW** our offer.

1.	I agree to accept the Conditions of Contract attached to this ITQ.	
Name	Date	
Signed		

2.	I DO NOT agree to accept the Conditions of Contract attached to this ITQ. I have proposed alternatives as detailed in an appendix to this Form of Tender. I/We understand that any quote that is qualified in this way may not be considered.	
Name	Date	
Signed		