**FORM OF QUOTATION**

**for Provision of Housing/Property Management standard (Level 3 Apprenticeship):**

To: Sam Jenner

 Eastbourne Borough Council

1 Grove Road

Eastbourne

East Sussex BN21 4TW

Dear Eastbourne Borough Council,

We *enter name of supplier*, having examined the quotation documents for the above contract, offer to carry out the services for the sums specified below:

**EITHER**

[*enter* *total amount of quotation in words, then numbers*] in accordance with the prices and rates set out in the Quotation Response Documents.

**OR**

**Pricing Schedule**

|  |  |
| --- | --- |
| **Item** | **Cost - £**  |
| Provision of the Housing/Property Management standard (Level 3 Apprenticeship) to seven Eastbourne Borough Council apprentices | £ |
| Total (excluding VAT) | £ |

We acknowledge that the prices we have submitted include any mark up for travelling costs and travelling time and other expenses of delivering the contract.

We agree that the offer set out in this tender constitutes an irrevocable offer by us which is capable of acceptance by the Council for a period of 120 days from the closing date for the submission of tenders.

We agree that Eastbourne Borough Council does not bind itself to accept any quotation.

**SIGNED** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Signature)*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(PRINT name)*

Authorised signatory on behalf of:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Print company name)*

**DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_