

Form of Tender

To be returned by 12.00 hrs
on: [05/12/2109]

Contract Reference: TLOT0015

Tender for: BSOG Debt Collection Service

To the Secretary State for Transport

1. I/we have read the documents listed below and, subject to and upon the terms and conditions contained in the said documents, I/we offer to provide the Services specified, at the rates or prices quoted by me/us.
2. **Terms and Conditions.** I/we agree that this tender and any contract which may result from it shall be based upon the documents listed below which I/we confirm to be those provided as part of the above referenced Invitation to Tender.

- 01 Form of Tender
- 02 Invitation to Tender letter
- 03 Instructions for Tenderers
- 04 Appendix A DfT Specification
- 05 Appendix B Response Guidance
- 06 Price Schedule
- DfT General Conditions of Contract for Services below £5m 24 January 2019 as found on <https://www.gov.uk/government/publications/general-conditions-of-contract-for-services>
- Your tender (and any amendments to it agreed in writing)

I/we agree that any other terms or conditions of contract or any reservations which may be printed on any correspondence or document from me either in connection with this tender, or any contract resulting from this tender, shall not be applicable to the Contract.

3. **Law.** I/we agree that any contract that may result from this tender shall be subject to English law.
4. I/we confirm that we have taken account of our legal and statutory obligations, as well as all relevant Government codes and policies (e.g. taxes, environmental protection, employment protection and working conditions) in our tender, where they would be applicable to the supply of the Good or Services.
5. In particular, I/we can demonstrate that I/we have implemented appropriate technical and organisational measures to comply with the General Data Protection Regulation (GDPR), or will do so before the contract commences, where applicable to the supply of the Services.
6. I/we have abided by the requirements set out in the Instructions for Tenderers, including confidentiality.
7. The prices quoted in this tender are valid for 90 days from the tender return date.
8. I/we agree that the Authority may disclose the Contractor's information/documentation (submitted to the Authority during this procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

9. To help Government develop its procurement policy in respect of small businesses, the Department needs to gather information about the size of the organisations we invite to tender. Please tick whichever of the following boxes apply:

Please tick here if your organisation has between 1 and 50 employees	
Please tick here if, within your supply chain , you will be subcontracting any part of this contract to an organisation that has between 1 and 50 employees Please tick here if your organisation has between 51 and 249 employees	
Please tick here if, within your supply chain , you will be subcontracting any part of this contract to an organisation that has between 51 and 249 employees	
Please tick here if your organisation has 250 or more employees	

In addition:

Please tick here if your organisation is a registered company	
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10. I/we confirm that all copy material submitted is identical in every respect to the original, regardless of the format or media in which it is submitted and that any electronic copy has been virus checked and is clear at the time of despatch.

SignedName (in BLOCK CAPITALS).....

in the capacity ofduly authorised to sign tenders

for and on behalf of (in BLOCK CAPITALS).....

Postal Address

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Telephone No.....

Fax No.

Email Address.....

Date