

## APPENDIX 3

### SUBCONTRACTOR DECLARATION – Not Applicable

A letter containing the following declaration should be submitted by each proposed Subcontractor organisation (with the exception of ad-hoc suppliers) and attached to the Tender Form. Please note that we interpret you attaching this document as your agreement to its content. The letter should confirm that a price has been agreed for delivery of the stated element; however, **the letter must not include information regarding the actual price agreed.**

To: Department for Work and Pensions

Date:

**I confirm that we have agreed in principle with [name of bidding organisation], to deliver the following elements of the service described in their Tender:-**

**(Please list below elements of service to be delivered).**

- I have read and understood the specification for the elements of provision which my organisation will deliver.
- I have agreed in principle the terms of delivery for this provision and I am content that reasonable and appropriate price and payment terms have been negotiated and agreed for delivery of these services.
- I confirm that the agreement in principle allows for recovery of costs, subject to performance.
- I confirm that the agreement in principle allows for my organisation to make the appropriate level of planning and investment to deliver the service.
- I also confirm that we will not further sub-contract any of these Services.

Signed

*[Name and Address of Subcontractor in block capitals]*

*[the person signing the letter should be authorised to sign contractual agreements on behalf of their organisation]*

Not Applicable