**APPENDIX 1**

CONTACT DETAILS AND FORM OF QUOTE **(to be completed by the bidder)**

|  |  |
| --- | --- |
| **Bidder’s Contact Details:** | |
| **Name of Supplier:** |  |
| **Name of Person completing this Quote** (to whom all enquiries shall be directed) |  |
| **Address:** |  |
| **Telephone:** |  |
| **Mobile:** (if available) |  |
| **Fax:** |  |
| **Email:** |  |
| **Website:** |  |

FORM OF QUOTE

|  |  |
| --- | --- |
| **Quote for Contract:** | **ENTER PROJECT TITLE HERE** |
| **Supplier Name:** |  |
| **Customer:** | Kings College Hospital NHS Foundation Trust |

I/We the person named below hereby offer and agree on the acceptance of this Quote or any part thereof by the Customer to provide the Services to the Customer as described in and in accordance with the Invitation to Quote.

I/We hereby offer to provide the said Services for the sums properly due under the Contract as calculated in accordance with the Pricing Schedule attached.

I/We confirm that:

1. I/We are fully conversant with all the contract documentation included in the Invitation to Quote; and
2. This Quote is submitted strictly in accordance with that contract documentation and is without any conditions or qualifications whatsoever; and
3. On being called upon to do so by the Customer, I/We shall execute the form of Agreement acknowledging our willingness to be bound by the Contract.

Person authorised to submit the Quote:

Name:

Position:

Dated: ……………………………………………………………………………............