**AGENCY DECLARATION FORM**

**REQUEST FOR QUOTE FOR DIGITAL SUMMER SCIENCE SHOWCASE 2021 (RFQ 568)**

**Note: Refusal to give this declaration and undertaking means that your proposal will not be considered**

To: The Procurement Manager, The Royal Society

Having examined carefully and understood the Request for Quote Brief, and all other documents issued by The Royal Society in connection with the Digital Summer Science Showcase 2021

I/We: [Insert Company/Organisation Contact/Directors’ Name/s]

Of: [Insert Company/Organisation Name]

Hereby offer to supply the services subject to the terms and conditions set out in such Request for Quote and project brief and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We will keep our bid valid and open for acceptance by the Royal Society until the expiry of 90 days from the last date for the receipt of proposal.

I/We understand you are not bound to accept the lowest or any quote you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this quote.

I/We declare that to the best of my/our knowledge the responses submitted in this RFQ are correct and a true representation. I/We understand that the information will be used in the process to assess my/our organisation’s ability to deliver the Royal Society’s requirements. I/We understand that the Royal Society may reject this RFQ if there is a failure to answer all relevant questions fully or if I/we provide false/misleading information.

Unless and until a formal Contract is prepare and executed this Quote together with your written acceptance thereof shall constitute a binding Contract between us.

**Signature**: ………………………………………………………………………………………

**Position held**: …………………………………………………………………………………..

**Name and Address of Supplier**: ……………………………………………………………

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**Dated**: …………………………………………………………………………………………