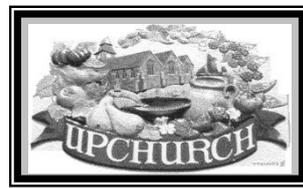


Upchurch Parish Council

Tender Forms for Completion:

**FOOTPATH LIGHTING
IN
UPCHURCH PARISH**

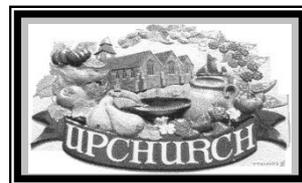


Tender Forms

Comprising:

- **CONTRACT VARIATION FORM**
- **TENDER CERTIFICATE**
- **FREEDOM OF INFORMATION & EIR**
- **CHECKLIST OF DOCUMENTS TO BE RETURNED**

All Tender Forms requiring a signature must be fully completed, signed and uploaded as part of your Organisations Tender Response.



D CONTRACT VARIATION FORM

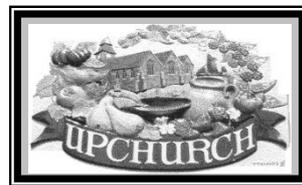
Please detail below all matters (Technical or Contractual) where your Organisation is unable to comply with the requirements laid down in the Invitation to Tender (comprising the Instructions to Tenderers, Service Specification/s, Terms and Conditions, Suitability Questionnaire, Commercial Questionnaire and Technical Questionnaire). Sequentially number each point in the first column for ease of reference. If required, take copies of this blank form for additional points of non-compliance.

TENDERER:

PAGE _____ OF _____

Section of Tender Document / Specification	Area of Non-Compliance	Extent of Non-Compliance / Alternative Proposal

Signed	
Print Name	
Dated	
Job Title	
Company Name	



E TENDER CERTIFICATE

TO BE RETURNED BY 12 NOON ON TUESDAY 22TH MARCH 2019

Name / Position: [INSERT NAME & POSITION]

Address: [INSERT FULL COMPANY ADDRESS]

Date: [INSERT DATE]

RE: Project – Footpath Lighting in Upchurch Parish

WWe the undersigned return this Tender Response and acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender (receipt of which is also acknowledged) which comprises the following:

Instructions to Tenderers (ITT)
Schedule of Works
Terms and Conditions
Technical Questionnaire
Commercial Questionnaire
Tender Forms

WWe unconditionally and irrevocably offer to enter into the Contract and deliver the goods / services set out in the Service Specification(s).

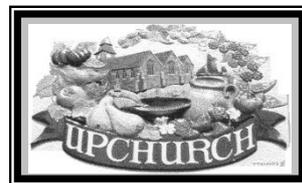
WWe confirm that:

- i WWe are fully conversant with every part of the Invitation to Tender; and
- ii this Tender is strictly in accordance with all and every provision of the Invitation to Tender, save as is set out in the Contract Variation Form; and
- iii All information representations and any other matters of fact communicated to the Authority (whether in writing or otherwise) in connection with or arising out of this Tender are submitted in good faith and are to the best of my/our knowledge true, complete and accurate in all respects.

WWe agree that this Tender shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 90 days from the Closing Date set out in the Invitation to Tender, or such longer period as may be agreed by the Authority.

WWe undertake to execute the Contract substantially in the form annexed to the Invitation to Tender.

WWe certify that WWe have not communicated anything contained in our Tender to any other person except in accordance with Invitation to Tender (except where disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender).



I/We further certify that I/we have not attempted to enter into, nor adjusted our Tender in accordance with, any agreement or arrangement with any other person or organisation, nor entered (or attempted to enter) into any agreement with any person or organisation that he or it shall refrain from tendering or as to the amount of any tender to be submitted.

I/We acknowledge that the Authority is not bound to accept the lowest or any Tender they may receive and reserves the right at its absolute discretion to accept or not to accept any Tender.

I/We certify that we have full power and authority to enter into the Contract and deliver the Works.

I/We certify that I/we are of sound financial sounding that will enable us to carry out our obligations under the Contract in full and are not aware of any circumstances which might adversely affect such financial standing in future.

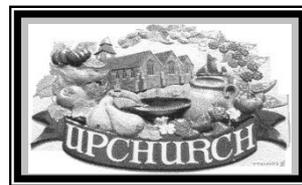
Firm Price Tender

I/WE, the undersigned, do hereby tender to execute and fully complete the whole of the works set forth and described in the Conditions of Contract and Specification in accordance with the terms, conditions and obligations therein contained at and for the firm Price sum of: -

£	Firm Price
---	------------

I/WE hereby agree to enter into a Contract in the form described for the said sum and to commence the Works the week commencing 7th May 2019 and to complete the whole of the Works by the 8th July 2019.

Dated Day of
Signed for and on behalf of the Provider:	
Print Name	
Provider's Name:	
Position/Status:	
Address:	

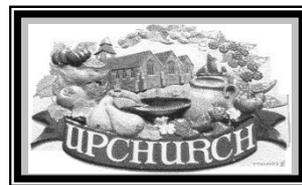


F FREEDOM OF INFORMATION ACT & ENVIRONMENTAL INFORMATION REGULATIONS

The Council is committed to meeting its responsibilities under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR). All information submitted to the authority may be subject to disclosure to a third party in response to a request for information under FOIA or EIR. The authority may also decide to include certain information in the publication scheme that we maintain under the FOIA. Tenderers are accordingly required to complete and return this Schedule with their Tender for the purpose of identifying any information included in their submissions that they consider exempt from disclosure under the FOIA or EIR. Tenderers should note that inclusion in this Schedule does not preclude disclosure in response to an FOIA or EIR request, which remains at the authority's absolute and sole discretion.

Section of Tender Document	Area to be considered exempt from disclosure (including the applicable exemption & reason given for its application)	How long exemption is considered to apply

Signed	
Print Name	
Dated	
Job title	
Company Name	



G CHECKLIST OF DOCUMENTS TO BE RETURNED BY EACH TENDERER

To be submitted electronically with the Forms of Tender along with the requisite documents.

No	Item	Included in Tender?
1.	The tenderers responses to the online Suitability Questionnaire – evaluation section	
2.	The tenderers completed Pricing of the Schedule of Works/Specification Commercial Questionnaire – evaluation section	
3.	The tenderers completed and signed Contract Variation Form (Section D) – evaluation section (Other Tender Documentation to be completed and returned)	
4.	The tenderers completed and signed Tender Certificate (Section E) – evaluation section (Other Tender Documentation to be completed and returned)	
5.	The tenderers completed and signed Freedom of Information Act & Environmental Information Regulations (Section F) – evaluation section (Other Tender Documentation to be completed and returned)	
6.	The tenderers completed Checklist of Documents – evaluation section (Other Tender Documentation to be completed and returned)	