# APPENDIX D1 FORM OF TENDER

I confirm and accept that:

Terms used and not defined in this Form of Tender shall have the meaning given to them in the ITT. The ITT has been prepared for the purpose of providing information to Tenderers and seeking Tenders for the Services. The ITT comprises this suite of documents and any information which is subsequently made available to potential Tenderers or their advisers by MOPAC.

The information provided in the ITT was prepared by MOPAC in good faith. It does not purport to be comprehensive or to have been independently verified. MOPAC does not have any liability or responsibility for the adequacy, accuracy, or completeness of, and makes no representation or warranty, express or implied, with respect to, the information contained in the ITT document or on which such documents are based or with respect to any written or oral information made or to be made available to any interested supplier or its professional advisers, and any liability therefore is excluded.

The provision of the Instructions to Tenderers has been and will continue to be complied with.

Nothing in the ITT document or provided subsequently has been relied on as a promise or representation as to the future. MOPAC has the right, without prior notice, to change the procedure for the Tender Process or to terminate discussions and the delivery of information at any time before the signing of any agreement relating to the Services.

We acknowledge that we will be solely responsible for all of our costs incurred in relation to the Tender Process and in developing, preparing and submitting any Tender in response to the ITT.

MOPAC reserves the right to award the contract for which Tenders are being invited in whole, or in part or not at all.

We agree that this Tender shall remain open for the acceptance by MOPAC and will not be withdrawn by us for a period of three calendar months from the date fixed for return.

We acknowledge the terms upon which this ITT has been issued.

Having made due allowance for the full requirements in the ITT we hereby offer to deliver MOPAC Hate Crime Victims Services to MOPAC in accordance with the terms and conditions and Special Conditions stated therein and within the budget available/ budget template

The total firm price of:

£ \_\_\_\_\_\_\_\_\_\_\_\_ in words

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As detailed in the Pricing Template

**DECLARATION**

Note, by completing box 1 you agree to our terms and conditions of contract**. If you do not wish to accept these conditions you should complete box 2. You should submit your bid clearly detailing your reasons for non-acceptance.** If we offer a contract in the belief that your bid is compliant and you then attempt to negotiate alternative conditions we WILL withdraw our offer.

|  |  |  |
| --- | --- | --- |
| 1. | I agree to accept the Conditions of Contract attached to this ITT. | |
| Name | | Date |
| Signed | |  |

**Or**

**I wish to submit a bid but I am unable to accept your conditions of contract and I have made an alternative proposal based on the revisions noted in Appendix E: The Contract Response Template. In doing so I am aware that it could prejudice the outcome of the tender analysis, and, or that MOPAC reserves the right to reject the proposed changes.**

|  |  |  |
| --- | --- | --- |
| 2. | I **DO NOT** agree to accept the Conditions of Contract attached to this ITT, and have submitted proposed revisions to the contract in Appendix E: Contract Response Template. | |
| Name | | Date |
| Signed | |  |

**Please completed the following:**

|  |  |
| --- | --- |
| Position: | For and on behalf of (company name): |
| Telephone: | Email: |
| MOPAC Reference No: | |

# APPENDIX D2 CONFLICT OF INTEREST DECLARATION

For the Provision of the Transition to Adulthood Pilot Mental Health Service

In responding to the questions below the signatory is to include in its consideration of any matters, private interests or relationships which could or could be seen to influence any decisions taken or to be taken, or the advice you are giving to the Mayor’s Office for Policing and Crime, or that may result in an adverse impact on competition for the purposes of this procurement.

The types of interests and relationships that may need to be disclosed include investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social or personal relationships that could, or could be seen to impact upon your responsibilities and existing or previous involvement that could create a potential, actual or perceived conflict.

If response is yes to any of the questions below please provide full details as a separate attachment.

|  |  |
| --- | --- |
| **Questions** | **Yes / No** |
| Are you affiliated or otherwise connected (e.g. in joint venture whether incorporated or unincorporated, partnership, alliance or as a sub-contractor/sub-consultant) with any firm that supplies products, works or services to MOPAC or is currently tendering to do so? |  |
| In the past 12 months, to the best of your knowledge, has any member of your organisation or your supply chain had any direct or indirect involvement (by way of trading, sharing information, participating in industry for or jointly delivery goods/works/services) with any other company acting as a supplier to MOPAC? |  |
| At any time in the past 12 months, to the best of your knowledge, has any member of your organisation or supply chain received any gift (other than promotional items) or hospitality from a supplier or employee to MOPAC? |  |
| At any time in the past twelve months, have you or anyone from your organisation or supply chain given any gift (other than promotional items) or hospitality to an employee of MOPAC? |  |
| Is there any occasion where you or members of your organisation or supply chain may use MOPAC resources (equipment, space, supplies or paid individuals) in performing paid or unpaid activities for organisations other than MOPAC? |  |
| Are there any other activities not reported under the previous questions that may give rise to a conflict of interest with respect to their work with MOPAC e.g. through personal or working relationships with current or former employees or through prior employment with MOPAC or third party suppliers or in connection with the Transition to Adulthood Pilot Mental Health Service |  |

I, as representative of all companies associated with the Applicants submission, hereby confirm that I have read and understood the above statements and that I will make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest.

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify MOPAC promptly and no later than 14 days of becoming aware of such information and undertake to take such action as MOPAC may reasonably direct.

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Designation: |  |
| Company: |  |
| Date: |  |

# APPENDIX D3 NON-COLLUSION DECLARATION

**Refusal to give this declaration and undertaking will mean that this ITT submission will not be considered.**

**Declaration**

**Expression of interest for:** Transition to Adulthood Pilot Mental Health Service

I / We declare that:

I / We have submitted a bona fide response to MOPAC’s ITT and that I / We have not fixed or adjusted any responses or information provided in accordance with any agreement with any other person.

I / We have not done and I / we undertake that I/ we will not do at any time before the contract is awarded:

* Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tenders;
* Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or
* Offer or pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the Transition to Adulthood Pilot Mental Health Service
* Any act or thing of the sort described above.

I/ We agree that the terms of the above declaration will form part of any contract with MOPAC, their servants or agents resulting from the acceptance of my / our tender and that any breach of this declaration and undertaking will be deemed to be a breach of that contract entitling MOPAC, their servants or agents to determine my / our employment under that contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
| Company |  | | |
| Position |  | | |
| For and on behalf of: |  | | |

# APPENDIX D4 CONTRACT RESPONSE TEMPLATE SUBMISSION

|  |  |  |
| --- | --- | --- |
| If you are in acceptance of the terms and conditions please just put a "Yes" in the box to the right, otherwise please state which term/s you have reservations about and provide comments below. | Yes/No |  |
| **Clause Title** | **Clause no** | **Comments/Reservations** |
|  |  |  |
|  |  |  |
|  |  |  |

# APPENDIX D5: RESERVED INFORMATION

Document uploaded separately