**Appendix C – Bidder Details & Declarations**

Provision of:

**Urgent Courier Service (small items) across NW London**

**SECTION 1**

**Bidder Details**

This section is for information only but must be completed in full for the ITQ response to be compliant

|  |  |
| --- | --- |
| Name of your Organisation  |  |
| Registered Address |  |
| Organisation’s representative name and title |  |
| Contact telephone number |  |
| Email address |  |
| Company Registration Number |  |

**Subcontractor Details**

|  |  |
| --- | --- |
| Please confirm whether you intend to use any subcontractors to meet the requirements (Yes/No) |  |

Where Bidders have answered ‘Yes’ to the question above, please complete the details below. For Bidders who have answered ‘No’ to the above question please state ‘N/A’.

|  |  |
| --- | --- |
| Please provide the company names for all the subcontractors you intend on using to meet the requirements |  |
| Please provide the company registration number for all the subcontractors you intend on using to meet the requirements |  |
| Please provide details of which subcontractors will be responsible for delivering which outputs and/outcomes, including the percentage of the requirements that each will deliver |  |
| Please provide details of how the subcontractors will work together to deliver the requirements (if applicable) |  |

**SECTION 2 – Declaration**

|  |
| --- |
| I declare that to the best of my knowledge the answers submitted to these questions are complete and accurate. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to meet the Contracting Authority’s requirements. I can confirm that I have read and understood all the ITQ documentation. I understand that the Contracting Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I also declare that there is no conflict of interest in relation to the Contracting Authority’s requirement.I acknowledge that if I am invited to enter into a contract with the Contracting Authority for this service, I will need to act with all diligence to enable a contract to be established before the end of July 2021.This declaration and this response to the ITQ is being submitted on behalf of the following organisation as Bidder and that I have the appropriate authority to do so: |
| Name: |  |
| Role in organisation: |  |
| Bidder organisation: |  |
| Date: |  |
| Signature: |  |