**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: |  |