Dear Bidder

**REQUEST FOR QUOTATION (RFQ) FOR New Derby Theatre Website**

## 1. Important Legal Notice

* The University is a “contracting authority” as defined in the Public Service Contracts Regulations.
* The University reserves the right to amend the RFQ documents at any time prior to the Submission date and time (including the provision of additional information for requirement clarification purposes). Where amendments / additions are significant, the University may at its discretion extend the deadline for Quotation Submission.
* The University does not undertake to accept the lowest quote, or part, or all of any quote, and the acknowledgement of receipt of any submitted quote shall not constitute any actual or implied contract between the University and the Bidder. The University reserves the right to accept any part, or all, of any quote at its sole discretion.
* The University will not be responsible for, or pay for, expenses or losses, which may be incurred by a Bidder in the preparation of their quote response, including (but not limited to) the attendance at any pre or post quote meetings, the delivery of any presentations by the Bidder to the University in relation to their proposal, site visits, system trials or other evaluation activities.
* Any Bidder who participates in this procurement exercise shall be deemed to accept the terms and conditions set out within this document the accompanying forms and appendices. These conditions constitute the entire agreement between the parties concerning the conduct of the quote exercise.
* Bidders shall not, in connection with this procurement exercise, place any reliance upon any communication from the University (including without limitation any notice published by the University and any information published on any web site) unless it specifically states that it concerns this procurement exercise and bears the reference number stated on the front page of this document. Bidders shall not place any reliance on any communication which is not in writing.
* No bidder should make (or attempt to) contact with any member of University staff to discuss this bid or any element included within this RFQ.
* In inviting quotes, the University is not making an offer to enter into a contract for the supply of goods, services or works and does not bind itself to accept any offer it receives.
* The University may at its sole discretion discontinue this procurement exercise at any point.

2. Advice to Bidders

1. PASS/FAIL criteria - prior to evaluation of the wider bid submission the following areas will be assessed in relation to PASS/FAIL (non compliant)
   1. All required documents fully completed, signed (where applicable) and submitted within stated timeframes
   2. All Mandatory requirements stated in Appendix A

3. Timescales

|  |  |
| --- | --- |
| **RFQ documents published** | 10/03/2021 |
| **Supplier Clarification Deadline** | 18/03/2021 @ 2PM |
| **RFQ Return Date (System Time)** | 19/03/2021 @ 5pm |
| **Target Completion of Evaluation based on award criteria** | 22/03/2021 |
| **Shortlisted Suppliers (Top 4) invited to present** | 24/03/2021 |
| **Presentations (Top 4 Suppliers)** | 25/03/2021 |
| **Contract Award** | 29/03/2021 |

4. Return of Quotation

The completed RFQ document along with ALL required documentation must be submitted no later than the return

date and time stated in **Section 3: Timescales** via the Oracle website.

[Oracle Sign-In](https://ehih.login.em2.oraclecloud.com/oam/server/obrareq.cgi?encquery%3DKZD62zuwLaSsceapN7oQufTtXZOqjjwTmYnpVY91FvFsc3CDZ77Pet51uwHf8MHopmof7tTzq6W54CTvKpQtDwqdwsaJo0rfEXeOW3OkQK21PNv21kfZ4PSPT0rZjPqCldnYL8VHxNzwWHTZpalV42JVGC7DjdFz9eW1KJd3z3i%2FFIrFONH8L0HBK4F1l9l261XdowsvaTMl9QGbkYPY4GxgNMbb%2BNFO1mPtJFQt%2FsYnu5Njfnq3MOEiDrCUZCD4JJBh9T%2BdF9kVk%2FnAZ1DipodPreMhMwKZKxUb1gAaCRo9xqsjdyW1wL7XFNrZC6QnDeq%2BPL9o45hATYmdsRLx9xELoBtaUPGtG4ZiNftBMU%2FYo9JGMKHj3B62LnOYmcRDhtIXSlW6P4VShvNzoEaKwdwUOSgQ3DVQKDjKhxmQUQlQgTeAgHkE3BaJPC%2B30NveTCwmU4HETsg51bJfV3jS8FmDYU4Hv5WvrCVtVto1Rs8KUKU5mOIc570MrbrZoToj%20agentid%3DOraFusionApp_11AG%20ver%3D1%20crmethod%3D2%26cksum%3D4d55eab5e257f10b0a0aa3c2b934d5d63f48b31e&ECID-Context=1.005UYS7NYhC3z015Rvd9id0000Y50003Qr%3BkXhgv0ZCLILIGVAPnJPRLPJBXKQP1LSTcLQRoPROXKTQjUO)

5. Offer to remain open

Bidders offers shall remain open for acceptance by the University for a period of 90 days following the RFQ closing date.

6. Freedom of Information and Environmental Information Regulations

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’) and the Environmental Information Regulations 2004 (EIR), all information submitted to The University. The University may be disclosed in response to a request made pursuant to this legislation.

In respect of any information submitted by a Bidder that it considers being commercially sensitive, the Applicant should:

* clearly identify such information as commercially sensitive;
* explain the potential implications of disclosure of such information; and
* provide an estimate of the period of time during which the Bidder believes that such information will remain commercially sensitive.

Please submit responses as **Section 10. Freedom of Information.**

Where a Bidder identifies information as commercially sensitive, The University will endeavour to maintain confidentiality. Bidders should note, however, that even where information is identified as commercially sensitive, The University might be required to disclose such information in accordance with the FoIA or EIR. Accordingly, The University cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed.

7. Evaluation and Award

The University will undertake a single stage evaluation process but with multi-phase assessments of RFQ returns in accordance with the evaluation criteria as follows:

**Phase 1 – PASS/FAIL, Mandatory, Critical**

Prior to evaluation of the wider bid submission the following areas will be assessed in relation to Pass/Fail. (See section 2)

**Phase 2 – Essential , Highly Desirable, Desirable**

At this phase the complete bid submission will be fully evaluated and each Bidder will be marked in line with the process detailed in the sections below

**Phase 3 –Clarification**

This phase will provide the opportunity to clarify any outstanding questions the University may have in respect of any aspects of your bid submission.

**Phase 4 – Award**

At this phase the contract/agreement will be awarded.

8. Marking and Award Criteria

Each requirement will be marked out of 0-10, with the following methodology applied.

|  |  |
| --- | --- |
| **Mark** | Answer |
| 0 | No response or answer not related to question or failure to properly address any issues |
| 1 - 4 | Below Expectations – some deficiencies in the evidence provided |
| 5 | Expectations have been met – acceptable evidence comparable to existing offering, unless expectation level is stated in the bid document. |
| 6-9 | Above Expectations – The standard of evidence is above expectations but still room for improvement |
| 10 | Outstanding – The standard of evidence exceeds expectations. The response demonstrates clear and strong evidence of delivery. |

(Scores not limited to whole numbers)

Award Criteria

The following award criteria will be employed.

|  |  |
| --- | --- |
| Criteria Category | Weighted Marks Available |
| 1. Adherence to Specification | 700 |
| 1. Price | 300 |

**Where the maximum mark available for Price is 300 marks:**

The maximum mark available for Price will be 400 marks. This mark will be awarded to the lowest priced Potential Provider (based on the Total Charge for the term of the contract) who submits a compliant Bid. The other Potential Providers will receive a proportion of the maximum mark available for Price on a pro-rata basis dependent on how far they deviate from the lowest price. Any abnormally low Bid shall be excluded for the purpose of determining the lowest priced Potential Provider.

The calculation that will be used to determine the marks for Price for those Bids who are not the lowest priced Potential Provider is as follows:

(Supplier Price / Lowest Price) – 100% (this is the % increase over the lowest price)

(Max marks available – (% increase over the lowest price x maximum marks available))

**For example**

Lowest price is £100 - that Potential Provider would be awarded 300 marks

Another Potential Provider’s price is £141.00:

(Bid Price / Lowest Price) – 100% = 41% (this is the % increase over the lowest price)

(300 – (41% x 300)) = 177 points awarded

The marks awarded are based on the percentage difference to the lowest price.

Further worked examples are shown below:

|  |  |  |
| --- | --- | --- |
| **Total Price** | **Calculation** | **Price Points awarded \*** |
| £100 | N/A (lowest priced Potential Provider receives maximum marks) | 300 |
| £120 | (120/100)-100% = 20%  (300- (20% x 300)) | 240 |
| £150 | (150/100)-100% = 50%  (300 – (50% x 300)) | 150 |
| £170 | (170/100)-100% = 70%  (300 – (70% x 300)) | 170 |
| £200 | (200/100) -100% =100%  (300 – (100% x 300)) | 0 |

8.2 Contract Award

The Potential Provider that achieves the highest total score may be awarded the Contract.

If two or more Potential Providers obtain the same highest total score (rounded to two decimal places), those Bids will be re-scored to a third decimal place in order to separate them.

If they remain tied, the Potential Provider with the highest score for the Quality Category Technical requirements sub criteria of overall proposal to be delivered will be deemed the winner and may be awarded the Contract.

The University reserves the right to cancel/ make no award(s). **Section 1 ‘Important Legal Notice’** refers.

9. Specification of Requirements

**Introduction:**

Derby Theatre invite suppliers to express interest and provide proposals for a refreshed public-facing website. The contract term will be **4 years**.

**It is expected that the new website will be launched between October 2021 and March 2022.**

**This opportunity is being part-funded by the Cultural Recovery Fund by Arts Council England. For clarity to suppliers, the spend value for this contract is anticipated to be up to £32,000 over the contract period.**

As Derby Theatre continues to evolve, develop and thrive, through all strands of our work, we need our communication channels and platforms to develop also – with a new website being a priority in this respect, to reflect, highlight and showcase our rich breadth of work and the wealth of opportunities we offer to be entertained, engage, feel inspired, learn, connect and feel welcomed.

Through its appearance, usability and functionality, we would like our new website to feel enticing, accessible, easy to use and navigate, showcase all that we do, vibrant, bold, exciting, engaging and welcoming.  
  
For reference, the current Derby Theatre website is [www.**derbytheatre.co.uk**](http://www.derbytheatre.co.uk)

**PLEASE NOTE: it is essential that you also read and understand the accompanying document, Appendix A – Specification of Requirements**

**Scope & Key Objectives**

1. To develop a new design with three key elements – visual, responsive, cross-functional

* A refreshed visual design that is vibrant, friendlier, warmer, accessible, and more welcoming.
* A responsive design that adapts effectively to the user’s browser or device, whether mobile, desktop or tablet.
* A ‘live’ and cross-functional design with fluid navigation between sections across the site and on-page navigation.

1. Drive sales and donations, particularly on mobile, and deepen loyalty online re-establish the organisation’s growth and development.
2. To create a seamless user experience and customer journey from arriving on the site, viewing content, logging in and booking a ticket to aftercare, reducing the number of clicks and pages needed to accomplish desired actions.
3. To integrate the unique Learning Theatre brand more effectively within the site and increase the visibility and representation of each of our main strands of work beyond event sales (University, work with young people, artist development, community co-creation projects and the Theatre Café).
4. To have an adaptable, flexible and customisable CMS that is user friendly.
5. To innovate, maximise reach and future proof our organisation, particularly through new or enhanced digital functionality and optimisation, including being able to host paid-for online events (live streamed and on-demand).

(see **Appendix A – Specification of Requirements** for essential requirements, additional objectives (relating to design, driving sales and loyalty, improved user experience, learning theatre, strands of organisation, CMS, digital and the future).

**Essential Inputs**

* Refreshed visual design with new look, feel and tone
* Integration with Spektrix
* A seamless user experience and customer journey from arriving on the site, viewing content, logging in and booking a ticket
* Responsive – needs to adapt effectively to the user’s browser or device, whether mobile, desktop or tablet.
* ‘Live’ and cross-functional design with fluid navigation between sections.
* An adaptable, flexible and customisable CMS that is user-friendly.
* To fully comply with all Data Protection/GDPR legislation and to fully manage data transfers and handling
* To have security to protect against hacking
* To retain current domain name
* Designer to provide KPI data
* Compliance with Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

**Essential Required Outputs**

* Supplier to work closely with key staff at the Theatre in relation to the ongoing development and set up of the new site
* Supplier to liaise with an assigned Project Manager responsible for liaising between all parties (including Spektrix) and managing the project from a website design/development and CRM perspective
* Suppliers to provide a process for resolving any issues/updates and to provide a project plan in support of their bid
* Hosting, management and maintenance of the website and CMS to be provided by the supplier
* Proposals are required to cover a 4-year period from the point of contract award. This will include the entire development, production and maintenance of the new website over the contract term.
* Supplier to be highly collaborative, with both parties suggesting ideas and development opportunities, and the designers to communicate progress clearly
* Supplier to provide testing of the site at regular intervals – both through the setting up stage and once the site has been launched

**Interfaces / Dependencies**

* Spektrix CRM/Box Office system
* Dotdigital
* Catering/merchandise booking systems.

**Supplier Profile**

* Experience of producing an arts/theatre related website
* Experience working with and integrating Spektrix CRM
* Proven previous experience of successfully increasing e-commerce sales and website traffic/engagement
* Existing client testimonials

De- Carbonise Programme

The University of Derby aims to support its local SME suppliers to improve their environmental performance. Please indicate below if you are interested in accessing free support to help decarbonise your operations or supply chain provision. Follow this link for more information about our [DE-Carbonise Programme](https://www.derby.ac.uk/business-services/funding-services-and-support/de-carbonise-project/) or contact Dr Bruno Gallotta at [b.gallotta2@derby.ac.uk](mailto:b.gallotta2@derby.ac.uk).

|  |
| --- |
| Response: |

10. Response to Specification of Requirements

*Please detail here your response to the Specification of Requirements Section 9.*

**PLEASE NOTE: it is essential that you also read and understand the accompanying document, Appendix A – Specification of Requirements**

Part 1: Quality / Technical Response

Essential Requirements provided within **Appendix A – Specification of Requirements** have been grouped into **6** main objectives. Please confirm by detailed response to each of the questions below that you are able to comply with **all** Essential criteria.

|  |  |  |
| --- | --- | --- |
| **Question 1** | **Adherence to Specification: Objective One - Design** | **Essential**  **Marks: 200** |
| Please provide a detailed response to demonstrate how you are able to deliver on the criteria based on the requirements outlined for Objective One. Additionally, please address any questions highlighted below. | | |
| General Response:  Response to Specific Questions:  **Q1.1 Could you please provide your initial response and ideas on how to achieve a refreshed design that is friendlier and more welcoming?**  **Q1.2 How should the design and experience be adapted and different across each type of device?**  **Q1.3 How do we create a more ‘live’ and organic feel with improved navigation between different sections of the site?** | | |

|  |  |  |
| --- | --- | --- |
| **Question 2** | **Adherence to Specification: Objective Two and Three – Driving Sales & Loyalty / Improved User Experience** | **Essential**  **Marks: 200** |
| Please provide a detailed response to demonstrate how you are able to deliver on the criteria based on the requirements outlined for Objective Two and Three. Additionally, please address any questions highlighted below. | | |
| General Response:  Specific Questions:  **Q1. Looking at our current site, how would you improve the customer journey, user experience and event listings to drive sales and donations?**  **Q2 How do we continue to break down barriers for accessing theatre and visiting our venue, and ensure the site is accessible for all?** | | |

|  |  |  |
| --- | --- | --- |
| **Question 3** | **Adherence to Specification: Objective Four – Learning Theatre and Strands or Organisation** | **Essential**  **Marks: 100** |
| Please provide a detailed response to demonstrate how you are able to deliver on the criteria based on the requirements outlined for Objective Four. Additionally, please address any questions highlighted below. | | |
| General Response:  Specific Questions:  **Q3.1 Could you please provide your initial response and ideas on how to integrate the learning theatre model, ethos and all strands of our work within the new site?**  **Q3.2 How can we collect and present all content related to a project (e.g. Plus One or Reimagine) and document the journey from beginning to end in an engaging way?** | | |

|  |  |  |
| --- | --- | --- |
| **Question 4** | **Adherence to Specification: Objective Five – CMS** | **Essential**  **Marks: 100** |
| Please provide a detailed response to demonstrate how you are able to deliver on the criteria based on the requirements outlined for Objective Five. Additionally, please address any questions highlighted below. | | |
| General Response:  Specific Questions:  **Q4.1 Can you please describe your approach to CMS and the ways you will ensure it is customisable, flexible and user-friendly?**  **Q4.2 Can you describe your approach and working practice in relation to support, resolving and continued development of the site?** | | |

|  |  |  |
| --- | --- | --- |
| **Question 5** | **Adherence to Specification: Objective Six – DIGITAL** | **Essential**  **Marks: 100** |
| Please provide a detailed response to demonstrate how you are able to deliver on the criteria based on the requirements outlined for Objective Six. Additionally, please address any questions highlighted below. | | |
| General Response:  Specific Questions:  **Q5.1 How can we host livestreams and online digital content including behind a pay wall on the site?**  **Q5.2 In relation to future-proofing the organisation, and maximising our reach, what do you believe to be the most important and effective digital marketing tools and strategies to integrate with the site?** | | |

Part 2: Price  
  
  
Please provide your price by completing and returning **‘Form T6 \_ Pricing Schedule.xlsx.**

11. Terms and Conditions

Please confirm acceptance of The University of Derby’s Terms and Conditions for the Purchase of Services, **without variations**, as at Appendix B which shall apply to this, any Purchase Order or Purchase Order Amendments. If no, please state any variances on Form T11 – Variation to Contract Terms. This must include each individual clause number and the requested variation. The suppliers terms and conditions **will not** be accepted.

See Appendix B.

**Please confirm your acceptance and agreement. Yes / No – Form T11 has been completed and submitted for review.**

12. Supplier Code of Conduct

**Please confirm you agree to abide by the Supplier code of Conduct as attached.**

**Yes / No**

13. As part of the University’s Sustainability Agenda we would encourage you to register on [NETpositive](http://supplierengagementhe.net-positive.org/) which is a free Supplier Engagement Tool which details your issues and action plans to mitigate Social, Economic and Environmental Impacts.

Creating an action plan should take less than half an hour, simply provide your details, explore the impacts that relate to your activities and your action plan will be automatically generated. Other universities are using the tool but you will only have to complete it once! Please just make sure you check the boxes indicating every organisation you supply. If you have any technical problems with the tool, please have a look at our FAQs pages in the tool in the first instance but if your question remains unanswered you can email [admin@netpositivefutures.co.uk](mailto:admin@netpositivefutures.co.uk)

More details on how to use the Tool can be found at.

<http://www.netpositivesupplier.co.uk/suppliers-to-he-using-the-tool-v2/>

**Please confirm if you are already registered on NETpositive or will be willing to register**

**Yes /No**

14. Freedom of Information (if applicable)

|  |  |
| --- | --- |
|  | Information submitted and considered by the bidder as confidential/commercially sensitive under FOI Act 2000 |
| Document submitted |  |
| Section/paragraph of document |  |
| Specify the information/wording considered to be confidential/commercially sensitive |  |
| Reasons/justifications for information being confidential/commercially sensitive |  |
| Timescale which information under (3) shall be confidential |  |
| Specify exemption – Confidential or Commercially Sensitive |  |

15. Certificate of Independent Trader – Mandatory Completion

By submission of a bid, the Bidder warrants that:

1. The prices in the bid have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in the Bid have not knowingly been disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor, nor will they be so disclosed.
3. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

|  |  |
| --- | --- |
| Name of biding organisation |  |
| Address |  |
| Post Code |  |
| Country |  |
| Name |  |
| Signature |  |
| Date |  |

16. Declaration of Modern Slavery

**To The University of Derby**

By submission of an RFQ, the bidder warrants that:

1. This organisation has thoroughly investigated its labour practices, and those of its direct suppliers, to ensure there is no slavery or forced labour used anywhere in this organisation or by any of the direct suppliers to this organisation.
2. This organisation has put in place all necessary processes, procedures, investigations and compliance systems to ensure that this situation will continue to be the case at all times from and after the date of this declaration and throughout the life of the contract.

|  |  |
| --- | --- |
| Name of tendering organisation |  |
| Address |  |
| Post Code |  |
| Country |  |
| Name |  |
| Signature |  |
| Date |  |

17. Supplier Conflict of Interest

**What is a conflict of interest?**

The National Audit Office (NAO) defines a conflict of interest as a *“set of circumstances that creates a risk that an individual’s ability to apply judgement or act in one role is, or could be, impaired or influenced by a secondary interest”.*

As the definition highlights, a conflict can arise even if the individual doesn’t actually benefit from the conflict, it is sufficient that the circumstances create a risk that their ability to make a decision may be impaired or influenced by a secondary interest. Secondary interests might include direct or indirect financial interests: non-financial or personal interests (such as gifts or hospitality) and competing loyalties between an organisation the decision-maker owes a duty to and some other person or entity.

For public procurement, under domestic legislation (section 24 of the Public Contract Regulations 2015) there is an obligation on contracting authorities to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.

*“.. the concept of conflicts of interest shall at least cover any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.”*

**Supplier Conflict of Interest Declaration**

For the purposes of this declaration, the term “Conflict of Interest” means:

1. In relation to the procurement process, the supplier has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the University in relation to this procurement that is not available to other suppliers, (ii) communicating with any person with a view to influencing preferred treatment in the procurement process (including but not limited to the lobbying of decision makers involved in the procurement process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the procurement process; or
2. In relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the supplier’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

I have no conflict of interest to report

I have the following conflict of interest to report in relation to the preparation of my proposal and/or quote, and/or declare that I foresee an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the procurement.

Please set out details below of the potential or actual Conflict of Interest, if applicable:

**Response:**

|  |  |
| --- | --- |
| **Name of Individual** |  |
| **Signature** |  |
| **Date** |  |

If a Conflict of Interest is declared an appropriate course of action will be determined to ensure that there is no potential for bias, whether perceived or actual.

|  |  |
| --- | --- |
| **Detail of Action Plan** |  |
| **Head of Category Management** | **Denise China** |
| **Signature** |  |
| **Date** |  |

NOTE: Please complete a new form for each individual. If a false declaration is given this will lead to disqualification from this tender process.

18. Form of Bid

This bid, together with the University's invitation, any subsequent correspondence and the University's acceptance thereof shall constitute a binding Contract between us. I/we further undertake if required by the University to do so to execute a formal Agreement to be prepared by the University, embracing the aforementioned documents and this bid.

I/We offer to supply to the University of Derby in accordance with the Terms and Conditions of Purchase and Specification of the Goods/Services, as detailed in this bid document, at the Delivered Duty Paid rates/prices detailed in the Price Schedule, Section 10.

I/We agree that any other terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from us/me in connection with this bid or with any contract resulting from this bid, shall not be applicable to the Contract.

I/We agree that in any contract that may result from this bid shall be subject to the law of England as interpreted in an English Court.

I/We declare that this is a bona fide bid, intended to be competitive and that I/we have not fixed or adjusted the amount of the bid by or under or in accordance with any agreement or arrangement with any other person.

I/We agree that this bid shall remain valid to be accepted or not by the University and shall not be withdrawn for a period of 90 days from the invitation to bid closing date.

I/We understand and accept that the University is not bound to accept the lowest or any bid.

I/We have not done, and undertake that we will not do at any time before the date specified for the return of the Bid, any of the following acts:

1. Communicating with a person other than the person calling for this Bid the amount or approximate amount of the proposed Bid (except where the disclosure, in confidence, of the approximate amount of the Bid was essential to obtain insurance premium quotations required for the preparation of the Bid);
2. Entering into any agreement with any other person that he/she shall refrain from Biding or as to the amount of any Bid to be submitted; and
3. Offering, paying, giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done in relation to any other Bid or proposed Bid any act or thing of the sort described above.

Having examined the invitation to bid and any documents attached or referred to it I/we offer to supply the scope of supply as set out by us to this Form of Bid.

|  |  |
| --- | --- |
| Name of Tenderer |  |
| Address of Tenderer |  |
| Signed on behalf of Tenderer by: | |
| Name |  |
| Email address |  |
| Signature |  |
| Date |  |

Yours sincerely,

Name

Title