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 **Appendix 2**

**Form of Tender**

**Tender Response Form**

1. **General Information**

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| Full legal name of the company in whose name the tender would be submitted |  |

|  |  |
| --- | --- |
| Contact Name (of the main contact for this project) | Mr / Mrs / Miss / Ms |
| Address |  |
| Telephone |  |
| Fax |  |
| Mobile |  |
| e-mail |  |
| Company Registration No. |  |
| Date of Incorporation |  |
| Legal Standing (Private, Limited Liability, Public) |  |
| Name and address of any subsidiary company if appropriate |  |
| Name and address of any parent company if appropriate |  |
| Is your organisation registered under the Data Protection Act 1984 | If yes, please provide DPA registration number  |

**Form of Tender**

(To be signed and submitted as part of your tender return)

1 I/we the undersigned acknowledge receipt of the following contract documentation:

a) Instructions to Tenderers

1. Specification
2. Schedule of Prices
3. Form of Tender

2. I/we hereby offer to provide the services set out therein and perform, fulfil and keep all the obligations of the contractor in accordance with the provisions of the contract conditions, and the specification, all for the sums properly due under the contract as calculated in accordance with the price schedules submitted.

3. I/we confirm that:

a) I/We are fully conversant with all the contract documentation, and;

b) this tender is submitted strictly in accordance with that contract documentation and that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender documents may cause the Tender to be rejected and;

1. I/we are aware of the legally binding character of the electronic tender submission, and;
2. on being called to do so by the Principal, I/we shall execute the form of agreement acknowledging our willingness to be bound by the contract documentation;

f) I/We certify that the details of this Tender have not been communicated to any other person within or outside the College or adjusted in accordance with any agreement or arrangement with any other person, firm or company;

g) I/We also certify that I/We am/are not a party to a scheme or arrangement under which any other tenderer was reimbursed any part of his/her tender cost;

h) I/We understand that you are not bound to accept the lowest or any tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender;

i) I/We certify that this is a bona fide Tender.

**Signed for and on behalf of the Tenderer:**

Signed:

Position/Status:

Company Name:

Date Signed:

**Certificate of Non Collusion and Non Canvassing**

1We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

a Communicate to a person other than the person calling for those 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 tender.

b Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.

c Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.

2 We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3 We further certify that no attempt has been made directly or indirectly to canvass or solicit any member, officer or employee of the College concerning the award of the contract which is the subject of this Invitation to Tender.

4 In this certificate, the word “person” includes any persons and anybody or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

5 I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the Contract.

Signed:

Position/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name:

Address:

Date Signed: \_\_\_\_\_\_

**Conflict of Interest Declaration**

**I/We warrant that:**

1. There would be no conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.

**Signed:**

**Position/Status:**

**Company Name:**

**Address:**

**Date Signed:**

**I / We warrant that:**

1. There could be a possible conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.

Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

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Signed:

Position/Status:

Company Name:

Address:

Date Signed: