

## FORM OF TENDER

**Tender for: Installation of Water Source Heat Pump and all associated works  
at Shiplake Lock House, Mill Lane, Shiplake, Henley-on-Thames, RG9 3NA**

**TENDER RETURNS ARE TO BE SUBMITTED TO:**

Patricia Salbany – Environment Agency Residential Estates Team

By email to:- [estatesresidential@environment-agency.gov.uk](mailto:estatesresidential@environment-agency.gov.uk)

**No later than 16:00 on Monday 8<sup>th</sup> August 2023**

All submissions are to be clearly marked – **‘Shiplake Lock House WSHP Tender Return’**

From: .....  
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We have examined the following documents:

- User Requirement Specification
- Heat Loss Calculations
- The MEICA Specification documents
- The Pre-Construction Information including the SHEWCoP
- The service plans, floor plans and access plans for the site

We offer to design the installation, obtain the necessary consents and carry out the whole of the Works described in accordance with the documents referred to above:

For the sum of £ ..... (In Words)  
£ ..... (in figures) exclusive of any VAT chargeable

- The price will remain open for acceptance within ..... weeks from the date here of
- We are in a position to commence the works on .....
- The Contract Period would be ..... weeks from the Date of Possession to the Date for Completion



For the purposes of the warranties and guarantee requirements mentioned in the Pricing Document, we have reviewed the contents of the Pricing Document and accept, without amendment, the wording as set out.

When requested we will enclose our fully priced spreadsheet document within 1 week separately by email to the same address above and marked with our name.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document before acceptance of this offer, they shall be dealt with in accordance with the Alternative 2 procedure set out in the latest JCT Practice Note.

We undertake in the event of your acceptance to execute with you a formal contract embodying all the conditions and terms contained in this offer within 21 days of being required to do so.

This tender remains open for acceptance for 90 days from the latest date fixed for the submission of tenders.

We confirm that this tender is submitted at our expense and agree that the Environment Agency need not necessarily accept the lowest or any other tender.

We confirm the following Domestic Sub Contractors will be employed on this project (where appropriate). We confirm their sub-contract tenders have been used within our tender and, where necessary, all these domestic sub-contractors have accepted the wording

Out List of proposed sub-contractors are:

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## Certificate of Bona Fide Tender

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of the principle, I certify that this is a bona fide tender, intended to be competitive 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. I also certify that we have not done and we undertake that will not do at any time before the hour and date specified for return of this tender any of the following acts:-

1. Communication 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
2. Entering 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
3. Offering or paying or giving or agreeing 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 be done in relation to any other tender or proposed tender for the said work any act or thing or sort described above

In this certificate the word 'person' includes any person any body or association, corporate or unincorporate and 'any agreement or arrangement' includes any such transaction, formal or informal and whether legally binding or not.

**Signed by or on**

**behalf of:** .....

**Signature:** .....

(duly authorised to sign)

**Position:** .....

**Date:** .....

**Note:** The completed form of tender together with the information requested must be received to the above email address no later than the agreed time and date set out in the tender invitation.