**DOCUMENT 1**

**INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES**

1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Robert Ludkin on email [Robert.ludkin@diss.gov.uk](mailto:Robert.ludkin@diss.gov.uk) or telephone 01379 643848 if you have any doubts as to what is required or you have difficulty in providing the information requested.

**Incomplete Tender**

2 Tenders may be rejected if the information asked for is not given at the time of tendering.

**Receipt of Tenders**

3 Tenders will be received up to 5 pm on the 3rd September 2021. It is the responsibility of the tenderer to ensure that their tender arrives via post or email no later than the appointed time.

**Acceptance of Tenders**

4 By issuing this invitation the Council is not bound in any way and does not have to accept the lowest tender or any of the tenders.

**Confidentiality of Tenders**

5 Please note the following requirements, you must not:

1. Tell anyone else what your tender price is or will be before the time limit for delivery of tenders.
2. Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.

**Costs and Expenses**

6 You will not be entitled to claim from the Council any costs or expenses which you may incur in preparing your tender, whether or not your tender is successful.

**Tender Period**

7 Due to the intensive evaluation process, the Council requires tenders to remain valid for three months after the tender has been submitted.

**Conclusions**

8 Whilst every endeavour has been made to give tenderers an accurate description of the Councils requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.