

Executive Development Programme – Leadership & Workforce Development

Tender Ref: T17027

[Insert Organisation Name Here]

Document E

Form of Tender

V1.0



**Invitation to Tender for Executive Development Programme Framework 2**

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| 1. | I/We agree and/or certify that this offer and any Framework Agreement or Contract arising from it shall be bound by the Invitation to Tender Documentation | Yes/No\* |
| 2. | I/We agree and/or certify to supply goods/services of the exact quality, sort and price specified in the Pricing Schedule(s) in such quantities and to such extent and at such times and locations as GM Business Support Limited may direct; | Yes/No\* |
| 3. | I/We agree and/or certify that this offer is made in good faith and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement or arrangement with any other person; | Yes/No\* |
| 4. | I/We agree and/or certify that we will not communicate to any person other than the person inviting these offers the (or approximate amount of) offer, except where the disclosure, in confidence of the approximate amount of the offer was necessary to obtain quotations required for the preparation of the offer, for insurance purposes or for a contract guarantee bond; | Yes/No\* |
| 5. | I/We agree and/or certify that we will not enter in to any arrangement or agreement with any other person that s/he shall refrain from making an offer or as to the amount of any offer to be submitted; | Yes/No\* |
| 6. | I/We agree and/or certify that we will not pay give or offer or agree to pay or to give any sum of money or other valuable considerable directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any offer or proposed offer for the goods/services any act or thing of the sort described in 3, 4, or 5 above. | Yes/No\* |
| 7. | I/We acknowledge that if I/we have acted or shall act in contravention of this Form of Tender, GM Business Support Limited will be entitled to cancel the contract and to recover from ourselves the amount of any loss and expense resulting from such a cancellation. | Yes/No\* |
| 8. | I/We agree that this tender and any contract which may result from it shall be based on this Form of Tender, Contract Conditions, Specification, Pricing Schedule, and our response to this Invitation to Tender (to the extent to which GM Business Support Limited may determine in accepting the tender). | Yes/No\* |
| 9. | I/We agree that any other terms and conditions of contract or any general reservations, which may be printed on any correspondence, issued by us shall not be applicable to any contract resulting from this tender. | Yes/No\* |
| 10. | I/We agree to carry out all contracts and/or other awards of business in accordance with the attached GM Business Support Limited Contract Conditions.  *If No please state which clauses you find unacceptable and your proposed change in the box provided below* | Yes/No\* |
| 11. | I/We agree that the prices provided shall be held firm for the duration of the contract. | Yes/No\* |
| 12. | Are you aware of any conflicts of interest\* between your company and GM Business Support Limited?  Where there is any indication that a conflict of interest exists or may arise, then it shall be the responsibility of the bidder to inform GM Business Support Limited, detailing the conflict in writing in the box below.  GM Business Support Limited will be the final arbiter in cases of potential conflicts of interest. Failure to notify GM Business Support Limited of any potential conflict of interest will invalidate any verbal or written agreement.  \*A Conflict of interest is where a person who is involved in the procurement or contract award has or may be perceived to have a personal interest in ensuring that a particular supplier is successful. Actual and potential conflicts of interest must be declared by a person involved in a tender process. | Yes/No\* |
|  |

\* Please delete as applicable

|  |  |
| --- | --- |
| Signed |  |
| Full Name (please print) |  |
| On Behalf of (name of Organisation) |  |
| Position in Organisation |  |
| Date |  |

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| --- |
| Q10 Contract Conditions:- If you answered ‘No’ to Q10 please state which clauses you find unacceptable and your proposed changes. |