# Form Of Tender

To the Governing Body of [School]

Having examined and understood the Instructions for Tendering, the Terms and Conditions of Contract and the Specification and any other documentation issued in connection with the provision of [ \* ]

We (name)

offer to carry out the Services in accordance with the Instructions for Tendering, the Terms and Conditions of Contract and the Specification for the rates and fees appended to this Form of Tender and we attach supporting documentation and a detailed breakdown.

In consideration of being invited to submit this tender, we agree that the offer set out in this tender is an unconditional and irrevocable offer by us which is capable of being accepted by you. Unless and until a formal agreement is executed, this tender together with your written acceptance shall constitute a binding contract between us.

We undertake to keep this offer open for acceptance as for 90 days from the date of submission.

We warrant and undertake to you that:

1. we have not acted improperly and have complied in all respects with the Instructions for Tendering;
2. all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Governing Body by us or our employees or officers in connection with or arising out of the Tender are true, complete and accurate in all respects;
3. we have made our own investigations and research and have satisfied ourselves in respect of all matters relating to the Tender, Terms and Conditions of Contract and Specification and have not delivered the Form of Tender and will not have entered into the contract in reliance on any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Governing Body or otherwise on behalf of the School;
4. we have full power and authority to enter into the contract and perform the Services and will if requested produce evidence of that to the Governing Body;
5. we are of sound financial standing and our officers and employees are not aware of any circumstances (other than as may be disclosed in the audited accounts or other financial statements submitted) which may adversely affect our financial standing in the future;
6. we have and will have sufficient working capital, skilled employees, equipment, machinery and other resources available to us to perform the Services in accordance with the Agreement; and
7. we have obtained all necessary consents, licences and permissions to enable us to perform the Services and will throughout the Period of Appointment obtain and maintain all further and other necessary consents, licences and permissions to enable us to perform the Services.

Dated

*Where the Tenderer is an individual*

Signature

Name

Address

*Where the Tenderer is a partnership*

Signature (1)

Authorised Partner

Signature (2)

Authorised Partner

for and on behalf of:

Name of partnership

Address

*Where the Tenderer is a company*

Signature (1)

Director

Signature (2)

Director/Company Secretary

For an on behalf of:

Name of Company

Address

APPENDIX A – Proposal and Costs Breakdown