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Wellingborough Homes

### Invitation to Tender

### Part B

**For**

**Professional Contractual Services**

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Statement of Interest

Acknowledgement and Undertaking

Section 1

1. We acknowledge that Wellingborough Homes (‘the Association’) has invited us to tender for the proposed award of a contract for Professional Contractual Services to deliver scheme options for a Environmental Improvement Program, incorporating a garage investment strategy.
2. We acknowledge that we have examined the Specification of Services, the Terms and Conditions of Contract and all associated documentation provided and have had the opportunity to ask the Association for clarification on any aspects of the tender process before we submit our tender.
3. We acknowledge that the Association has made clear to us that it will not enter into any negotiations whatsoever on the specification or the terms and conditions of the contract after the latest date for submission of tenders.
4. In consideration of the Association inviting us to tender for this contract, we agree and declare that our tender is not qualified by, or conditional upon, any changes to the specification or the terms and conditions of contract, other than those (if any) which the Association has advised ourselves and all other tenderers it is prepared to accept.
5. We undertake that, if our tender is acceptable to the Association, we will not seek to introduce or negotiate any changes either to the specificationor to the terms and conditions of contract nor to delay execution or signature of the contract documents by reason of any such changes.
6. We acknowledge that we have had the opportunity to take legal, commercial and insurance advice from our professional advisers before making this tender.

|  |
| --- |
| Signed: |
| Name IN CAPITALS: |
| Position in company: |
| This signatory is authorised to sign this Acknowledgement and Undertaking for and on behalf of the Tenderer |
| Date: |

ATTESTATION CLAUSE

We certify that to the best of our knowledge and belief, we have not in any respect followed either of the following practices condemned by the Monopolies and Restrictive Practices Commission, namely:

(a) Communication to a person other than the person calling for a quotation for the work, the amount of any proposed tender for such works in accord with any agreement or arrangement so to communicate;

(b) Adjusting the amount of any proposed tender for the works in accordance with any agreement between the proposed tenderer and any other person other than the person calling for tenders for such works.

We have not given, offered or agreed to give, any gift inducement or consideration of any kind and we have not breached the Prevention of Corruptions Act 1889 to 1916 or given any fee or reward whose receipt is an offence under the Local Government Act 1972. We understand that any breach of the afore entitles the Employer to cancel the contract and to recover any loss, expense or damage arising from such cancellation from the Contractor. We are fully aware that such breaches are also criminal offences punishable by imprisonment.

|  |  |  |  |
| --- | --- | --- | --- |
| Are you aware of any close relationship such as a relative by blood or marriage or Civil Partnership [spouse, parent, grandparent, child, grandchild, brother, sister, nephew, niece, uncle, aunt, including children and grandchildren born outside marriage] that exists between a Senior Officer of your business (or any employee that is likely to have a close involvement with this project should you be successful) and a Board Member and/or Senior Officer of Wellingborough Homes (or any employee of Wellingborough Homes that is likely to have a close involvement with this project)? |  | **Yes** | **No** |
|  |  |  |
|  |  |
| If Yes, please supply details: | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  | | Date: |  |
| For and on behalf of | |  | | |

**ITEM A**

**Project specific services offered within this quotation:**

*If required, to be completed by the tenderer:*

**Quotation for Professional Contractual Services including Architect, Quantity Surveyor, Civil Engineer and CDM Coordinator**

Suggested fee draw down percentage, subject to agreement with employer and subject to stage completions.

Stage payments will be calculated as follows;

|  |  |
| --- | --- |
| Planning Agreement | 30% |
| Out to tender | 25% |
| Start on site | 15% |
| Completion of site | 25% |
| End of defects | 5% |

All Planning / Building Regulation / Statutory Authority / 278 Agreement fees to be paid direct by the Employer

**If the tenderer wishes this calculation to be different, please insert his/her requirement below**

**FEE**

Our fee for undertaking the role of Professional Contractual Services (including Architect, Quantity Surveyor, Civil Engineer and CDM coordinator) and all administration works, travelling to site, attending meetings and all other services listed or suggested in ITEM A for the successful delivery of the Environmental Improvement Programme is \_\_\_\_\_\_ % of the Environmental Improvement Programme value of £3.2m

Any authorised additional works to be paid on an hourly rate basis, please state below hourly rates:-

**PLEASE NOTE. Appointment will be based on factors other than price**

**Form of Tender**

**Section 2**

**To: Director of Asset & Development, 9f Silver Street, Wellingborough, Northamptonshire NN8 1BQ**

1. We have examined the instructions to tenderers, the Specification of Services, Terms and Conditions of Contract, all other Invitation to Tender documents issued by the Association in connection with the contract (the “Service").

1. We hereby offer and undertake to provide the Service throughout the duration of the Contract in conformity with the Specification of Services, the Conditions of Contract and our Tender Proposal for the Professional Contractual Services for the percentage (%) set out in the box below.

|  |
| --- |
| **Please state percentage with and without VAT** |

Please list below any exclusions and assumptions made in arriving at the above sum

|  |
| --- |
| Where costs have been excluded please can you confirm whether these can be provided and the relevant additional costs, including the basis of calculation and/or whether these are fixed fees. |

2. Should our Tender be accepted, we undertake to enter into a formal agreement in a form acceptable to the Association. Until such a contract is executed, this Form of Tender, subject to the acceptance hereof by the Association, shall constitute a binding agreement between the parties.

3. We acknowledge and understand that the insertion by us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender documents shall cause the tender to be rejected.

4. We understand and accept the requirement for genuine competition in tender procedures, in order to achieve Value for Money (VFM) for the Association. In consideration of this invitation to tender, we undertake not to do any of the acts listed below.

We certify that this is a bona fide tender and we have not:

(a) entered into any agreement with any other person with the aim of preventing tenders being made or as to the amount of any tender or the conditions upon which any tender is made;

(b) informed any other person of the amount or approximate amount of our Tender or any other details of our Tender, except where such disclosure was necessary to obtain insurance quotations required for the preparation of the tender or to take advice from our legal and financial advisers;

(c) caused or induced any person to enter into such an agreement as mentioned in paragraph (a) above or to inform us of the amount or approximate amount of any other tender for the Contract;

(d) sought or obtained any confidential information from an employee, ex-employee, consultant or Board member of the Association;

(e) attempted to influence or bribe any Board member or employee in order to gain an unfair advantage over other tenderers

(f) directly or indirectly obtained or attempted to obtain any Board member or employee information concerning any other tenderer or any tender submitted by another tenderer.

We understand that you will reject our tender if you have reason to believe we have committed any of these acts.

We also certify that we are not a party to any scheme or arrangement under which any other tenderer may be reimbursed any part of his/her tender costs.

5. We agree that the Association may, at its sole discretion, contact any referees or third parties quoted in our Tender Proposal and may, if it so wishes, make inspections of completed projects, the details of which will be provided, if required by the Association.

6. We agree that this Tender Proposal shall remain open for acceptance by the Association and shall not be withdrawn for a period of 13 weeks from the date for return of tenders.

7. We acknowledge that the Association is not bound to accept the lowest or any tender you received and will not pay any expenses incurred by us in connection with the preparation and submission of this Tender Proposal.

**Professional Contractual Services**

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| --- | --- |
| Name of Tenderer : | |
| Registered office address : | |
|  | |
|  | |
| Company No : | |
|  | |
| Business address (if different) : | |
|  | |
|  | |
|  | |
| Name of Contact : | |
| Tel. no. : | Fax no. : |
| E-mail address : | |

|  |
| --- |
| **1.** Signed : |
| Name IN CAPITALS : |
| Position : |
| This signatory is authorised to sign this Tender for and on behalf of the Tenderer |
|  |
| **2.** Signed : |
| Name IN CAPITALS : |
| Position : |
| This signatory is authorised to sign this Tender for and on behalf of the Tenderer |
|  |
| Date of Tender : |