



## FORM OF TENDER

### Domiciliary Care and Sessional Support Services Dynamic Purchasing System

**TO: The City of Cardiff Council**

#### **FORM OF AGREEMENT**

- I / We confirm and attest that the foregoing information and declarations made throughout the Accreditation & Enrolment submission of the Domiciliary Care and Sessional Support Dynamic Purchasing System are accurate to the best of my / our knowledge and that I / We acknowledge and accept that any false information could result in our application being rejected, or, in the event that any false declaration is discovered after the award of any contract, may lead to the rescission of any contract awarded.
- I/ We confirm that we will inform the Council in the event of a change to any of the statements and/ or information submitted as part of the Accreditation & Enrolment stage. The change may result in a review of our eligibility for inclusion on the Dynamic Purchasing System.
- I/ We having read the Contract Documents and Standard Conditions of Contract, do hereby confirm I/ We undertake to execute and complete the Services in accordance with the Contract Documents as set out in Service Specifications and all relevant documents.
- I/ We Agree that the insertion of any conditions qualifying any future tender or any unauthorised alteration to any of the tender documents shall not affect the Standard Conditions of Contract and that such action may cause the tender to be rejected.
- I/ We Understand that you are not bound to accept the lowest or any bid you may receive for services commissioned via this Dynamic Purchasing System.

#### **CANVASSING STATEMENT**

I/We certify that no canvassing or soliciting of any member, officer or employee of the council and/or any other companies in the group of which the council forms part, in connection with the Accreditation and Enrolment of the below named organisation on to the Dynamic Purchasing System and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

I/We further hereby undertake that no in the future canvassing or soliciting of any member officer or employee of the council in connection with the future award of any packages of care awarded via the Dynamic Purchasing System and that no person employed or acting on my behalf will do any such act.

#### **COLLUSIVE TENDERING STATEMENT**

In recognition of the principle that the essence of selective tendering is that the council shall receive bona fide competitive tenders from all those tendering via the Dynamic Purchasing System.

All tenders to be submitted via the Dynamic Purchasing System herewith shall be a bona fide tender intended to be competitive.

We shall not fix or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

We have not done, and we undertake that we will not do at any time, any of the following acts:

- Communicate to any person other than the council (as part of formal tender document) the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tenders was essential to obtain insurance premium quotations required for the preparation of the tender)
- Enter into any agreement with any other person/organisation that may take part in the tendering process
- Offer, pay, give or agree to give any sum of money or valuable consideration to any member, officer or employee of the council or any person/organisation that may take part in the tendering process

**DECLARATION**

**I/We** .....

**Of** .....

Hereby confirm that I/We have read and understood the content of this Schedule, that is

1. Form of Agreement
2. Canvassing Statement
3. Collusive Tendering Statement

and agree to be bound by the terms herein. I/We hereby commit to submit offers in respect of Opportunities issued via the Dynamic Purchasing System, and offer to perform, fulfil and keep all the obligations of the Contractor in accordance with the Conditions and Specification, all for the sums properly due under the Contract as calculated in accordance with the prices submitted.

I/We confirm that I/We are fully conversant with all Tender Documents, and that this tender is submitted strictly in accordance with such Documents and the Instructions to Tenderers and is without any conditions or qualifications whatsoever.

I/We certify that the information supplied by myself/us is accurate to the best of my knowledge.

**Signature**.....

**Date** .....