**TR1: Form of Tender**

1. I/We the undersigned acknowledge receipt of the Invitation to Tender and its enclosures, comprising:
	1. Specification
	2. Schedule of Prices
	3. Contract Terms and Conditions.
2. I/We hereby offer to provide the installation of ICT Switches set out therein and perform, fulfil, and keep all the obligations of the [Supplier/Contractor] in accordance with the provisions of the Contract terms and conditions, and the Specification, all for the sums properly due under the Contract as calculated in accordance with the Schedule of Prices submitted.
3. I/We confirm that I/we are fully conversant with all the tender documentation, and that this tender is submitted strictly in accordance with that documentation and that the insertion by me/us of any conditions qualifying this tender or any unauthorised alteration to any of the tender documents may cause the tender to be rejected.
4. If this tender is accepted, I/we undertake to execute a formal Contract with the College embodying all the terms and conditions contained within the tender documentation. Unless and until a formal agreement is executed, my/our tender, together with the College’s written acceptance shall constitute a binding Contract between us.
5. I/We understand that the College is not bound to accept the lowest or any tender it may receive, and that the College reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders.
6. I/We agree to bear all costs incurred by me/us in connection with the preparation and submission of this tender and to bear any further costs incurred by me/us prior to the award of any Contract.
7. I/We confirm that the person whose signature is appended to this tender is a duly authorised signatory of my/our company and has full and legal authority to sign this tender on behalf of my/our company.

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| **Signed for and on behalf of the Tenderer:** |
| Signed: |  |
| Print Name: |  |
| Position/Status: |  |
| Date: |  |
| Company Name: |  |
| Company Number: |  |
| Address: |  |
| Telephone (direct): |  |
| Email (direct): |  |
| Website: |  |

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| **Contact details for the main point of contact/responsibility in connection with this tender submission (if not the above-signed)** |
| Name: |  |
| Position/Status: |  |
| Telephone (direct): |  |
| Email (direct): |  |