

## MODEL FORMAL DECLARATION OF OFFER

For **[insert what the tender covers]**

TO: **[insert name and address of Cabinet Office contact]**

The undersigned having examined the Notices and Instructions and such other terms and conditions as are specified in the Invitation to Tender document hereby offers to supply the Goods and Services specified in the Invitation to Tender document at the price or prices and at the time or times stated therein and in accordance with the Specification stated in the Invitation to Tender document and subject to the terms and conditions of the proposed contract document included in the Invitation to Tender document.

It is agreed that any other terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from the Tenderer in connection with this tender or with any Contract resulting from this tender shall not be applicable to this tender or to the contract.

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangements with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

1. Communicate to any person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
2. Enter into agreement or arrangements with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any person and any body or association, corporate or unincorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

We understand that you are not bound to accept the lowest, or any, tender you may receive. Our offer is valid for 90 days unless this period is extended by mutual agreement.

**Signature:** \_\_\_\_\_ **in the capacity of** \_\_\_\_\_ **(state official position)**

**Name (in Block Capitals):** \_\_\_\_\_

**Duly authorised to sign tenders for and on behalf of:**

**Tenderer's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Dated:** \_\_\_\_\_