



## **RYDE TOWN COUNCIL**

# **TENDERING DOCUMENTATION FOR THE SOURCING, ERECTION, INSTALLATION, MAINTENANCE AND REMOVAL OF DECORATIVE LIGHTING/ MOTIFS AND CHRISTMAS DISPLAYS.**

**UPDATED 19<sup>TH</sup> MARCH 2021**

**Issue date 25<sup>th</sup> February 2021**

**Return Date 23<sup>rd</sup> April 2021**

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## **Background**

Ryde Town Council have been responsible for organising and providing summer and winter festive streetlight displays around Ryde.

During the December festive season this also involved ordering and erecting Christmas trees and providing adequate lighting throughout the festival period.

All summer motifs are to be turned on by the 1<sup>st</sup> of June each year.

All additional winter street light motifs are to be installed and turned on by the 1<sup>st</sup> of December each year.

Christmas tree and lighting to be up and switched on by the 1<sup>st</sup> of December each year.

Ryde Town Council chose two universal motif designs which are used during both the summer and winter with an additional 27 Christmas tree Motifs over the Christmas Period. The universal motifs will need a yearly electrical check

## **General requirements**

The successful tenderer will be responsible for the provision and installation of street light motifs and Christmas trees and for assembling, storing, changing and general maintenance of associated equipment. All equipment is to be stored by the contractor at their own facility.

## **Insurance and competency**

Contractors submitting a quote must have up to date and relevant insurances including £10 million public liability, correct levels of electrical competency, highway safety equipment and health and safety risk assessments and method statements.

Correct levels of electrical competency involve being part of an Electrical Competence Scheme such as the HEA and or competent person scheme such as BESCA, Blue Flame Certification, Certsure, NAPIT, Stroma.

## **Contract duration**

The Town Council is inviting tenders from suitably qualified and experienced Contractors to undertake this contract for a period of 4 years.

## **Contract End Date**

15<sup>th</sup> May 2025

## **Instruction and information for tenderers**

Tenders are sought by Ryde Town Council for the sourcing, installation and maintenance of Christmas trees and decorative lighting in Ryde, Isle of Wight.

Ryde Town Council will be responsible for the procurement of Christmas trees, lighting and motifs whilst working with contractors to ensure the sustainable quality equipment is procured whilst value for money for the local taxpayer.

All equipment and lighting should be of a serviceable quality suitable for the environment in which it is located and durable enough to withstand the elements over a long period of time.

The tendered **MUST** tender for all specifications listed below.

The Tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 70% on Price
- 20% on Qualitative Criteria
- 10% on Social Value

The qualitative criteria will be based on the additional information to be provided by the contractor as detailed in the Tender Submission contained within this document.

Ryde Town Council will also be looking for contractors that have provided previous satisfactory work for Ryde Town Council and suitable references for similar contracts.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

One completed and signed copy of the tender document should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours.

The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by: **16:00pm Friday 30<sup>th</sup> April 2021**

## **Procurement Timetable**

<b>Activity</b>	<b>Deadline date &amp; time</b>
Publication of advert	25 <sup>th</sup> February 2021
Closing date for submission of tenders	16:00pm 23 <sup>rd</sup> April 2021
Tender opening process	26 <sup>th</sup> April 2021
Report to Council	27 <sup>th</sup> April 2021
Notice of contract award	28 <sup>th</sup> April 2021
Contract award date	10 <sup>th</sup> May 2021
Contract start date	14 <sup>th</sup> May 2021
Contract end date	13 <sup>th</sup> May 2025

# **SECTION 1 - SPECIFICATION INSTALLATION OF STREET LIGHT MOTIFS**

## **Information**

Tenderers will be responsible for the installation, inspection, and maintenance of motifs for 61 streetlights in the Ryde area. 34 of the streetlight motifs are universal and are up throughout the whole year. 27 of the motifs are additional Christmas tree motifs which are installed and switched on by the 1<sup>st</sup> of December.

Brand new motifs were purchased and installed in 2020 therefore we do not foresee the need for additional motifs to be purchased during the length of this contract. However maintenance of the motifs is likely to be required which should be included in your quote.

They are situated

- Lind Street
- Cross Street
- Dover Street
- John Street
- High Street
- Union Street
- Ryde Esplanade

Please see APPENDIX 1 for all information regarding streetlighting and number of motifs.

Please see APPENDIX 2 for map of locations for each streetlight.

Island Roads are responsible for the street lighting columns and the safety of the public highways. We would need to give all tenderers relevant information to Island Roads to ensure that you have the correct electrical competency and insurance to carry out the work prior to awarding the contract.

### **Brief description of works**

The works include.

- Installation, inspection, and maintenance of all decorative lighting
- Ensuring all decorative lighting throughout the season are safe and working on a routine basis
- Providing risk assessments and method statements throughout
- Installing all festive lighting motifs to be turned on by the 1<sup>st</sup> of December
- The contractor shall thoroughly inspect the equipment prior to erection. This inspection shall take place at their own facility.
- During inspection, the contractor shall electrically test the equipment and replace any failed or broken components.
- Any damaged motifs shall be replaced with consideration of Ryde Town Councils budget.
- The contractor shall be responsible for fixing any equipment which becomes dislodged by action of inclement weather or damaged by anti-social behaviour. They must make themselves available to repair any damage within a 24-hour period of being reported by Council officers.
- The contractor is responsible for contacting Island Roads / The Isle of Wight Council to organise in advance coned off areas for installing and removal of motifs to ensure the areas are safely accessible.
- Contractors shall discuss and write up a yearly timeframe plan with Ryde Town Council at start of each year for all aspects of works included below.

### **Section 1.1 – Inspection of motifs pre- and post-season**

The contractor shall thoroughly inspect the equipment prior to erection. This inspection shall take place at their own depot.

During inspection, the contractor shall electrically test the equipment and replace any failed or broken components.

Any damaged globes shall also be replaced.

All cablings shall also be inspected and any frayed or damaged cabling replaced.

Following this inspection a detailed report on the condition and state of repair of the equipment shall be prepared by the contractor for Ryde Town Council's information.

If new motifs are required please ensure Ryde Town Council are made aware of this after each post season inspection to ensure adequate time to purchase new motifs for the next season. The Contractor will work with Ryde Town Council officers and councillors to research and design new motif ideas when applicable.

### **Section 1.2 – Installing additional Christmas tree motifs**

For information Ryde Town Council should be informed when motifs are planned to be installed/changed and planned accordingly under Section 6 – Traffic Control Measures.

A switch on date will be arranged prior to installing the additional Christmas tree motifs.

The contractor will provide routine risk assessments to Ryde Town Council officers prior to installing motifs.

### **Section 1.3 – Health and Safety**

The successful contractor will be required to supply all up to date and relevant insurance documents, suitable risk assessment and safe working method statements before starting the works.

The method statement will consider the various risks within the works and set out clear methods for avoiding injury to operatives, the public or property.

Items to consider include:

- Working at height
- Working in different weather conditions
- Working with electrical equipment, cabling and supplies
- Working on or adjacent to public roads.
- Working with lifting equipment/ hoists.
- Manual handling of equipment.

Any outside organisations used to erect any motifs will also need to provide relevant insurance and risk assessments contractors will be liable to ensure these are provided.

An up-to-date risk assessment and method statement must be provided each year before works are carried out.

### **Section 1.4 – Weather Appropriate**

The contractor should note that the equipment is being installed in exposed locations, liable to the effects of wind and weather and the fixings used to install motifs must be capable of safely supporting its weight and loading stresses in all weather conditions.

Every effort will be made to ensure the electrical equipment is weather proofed against ingress of moisture. The contractor will be held responsible for damage to any equipment caused by ingress of rain or moisture vapour.



### **Section 1.5 – Routine maintenance and maintenance of damaged motifs**

The contractor shall be responsible for fixing or replacing any equipment which becomes damaged by action of inclement weather or any other event and restore any lights that are affected by vandalism.

Routine spot checks shall be made every two weeks throughout periods of motifs being installed.

The contractor shall be responsible for fixing any equipment which becomes dislodged by action of inclement weather or damaged by anti-social behaviour. They must make themselves available to repair any damage within a 24-hour period of being reported by Council officers.

### **Section 1.6 – Traffic Control Measures**

The contractor shall liaise with Island Roads and Isle of Wight Council traffic management department if applicable prior to undertaking works and installing / removing / changing motifs complying with any requirements stated by them.

No special arrangement has been made for traffic control and the contractor must provide all signage and other equipment necessary to comply with highway requirements and health and safety regulations.

### **Section 1.7 – Removal of Christmas Tree Motifs**

Ryde Town Council should be informed when the additional Christmas Tree motifs are planned to be removed for information and traffic controls planned accordingly under Section 1.6 – Traffic Control Measures.

The contractor shall allow for careful removal of the equipment and its preparation for storage at their depot. The equipment shall undergo the following pre storage work. Each item shall be carefully removed and cleaned, as necessary. All cabling shall be wrapped and taped into suitably sized coils. Large items shall be dismantled as necessary and the pieces tied or taped together.

Prepared items shall be clearly labelled with suitable tie-on labels stating clearly

1. The type of equipment.
2. The street from which it was removed and number of motif matching information on Appendix 1.

The transformer running this equipment will then be marked or labelled with a suitable indelible marking identifying it as part of a particular festoon string or feature.

Upon removal of the equipment the contractor shall note any specific information relating to the equipment's performance, condition and fitting, this information being included in a report to council.

# SECTION 2 - SPECIFICATION

## CHRISTMAS TREES AND FESTIVE LIGHTING

### Introduction

Tenderers will be responsible for ordering, purchasing, organisation distribution and erecting Christmas trees and festive lighting around Ryde Town.

### Brief description of works

The works include.

- To source and organise distribution of all Christmas trees for arranged date.
- Sourcing and assembling tree lighting
- Providing risk assessments and method statements throughout
- Install all trees and festive lighting to be turned on by the 1st of December
- The contractor shall thoroughly inspect the equipment prior to erection. This inspection shall take place at their own depots. During inspection, the contractor shall electrically test the equipment and replace any failed or broken components.
- Any damaged lights shall be replaced with consideration of Ryde Town Councils budget and procurement process.
- The contractor shall be responsible for fixing any equipment which becomes dislodged by action of inclement weather or damaged by anti-social behaviour. They must make themselves available to repair any damage within a 24-hour period of being reported by Council officers.
- The contractor is responsible for contacting Island Roads / The Isle of Wight Council to organise in advance coned off areas for erecting motifs and taking down motifs to ensure the areas are safely accessible.
- Contractors shall discuss and write up a yearly timeframe plan with Ryde Town Council at start of each year for all aspects of works included below.

### **Section 2.1 – Sourcing, collection and erection of Christmas trees and lighting**

A pre-season meeting will determine where the trees will be purchased from and what size. Ryde Town Council will be responsible for the procurement and purchase of the trees with help from contractors to ensure best quality for budget. The sizes below are the recommended sizes for each location however sizes and locations of trees can change yearly and this will need to be discussed pre-season.

The Tree for Ryde Fire station will need to be delivered to their facility with lights for the fireman to put up themselves. Ensuring Ryde Fire station members are given appropriate notice before delivering the tree.

If locations change the contractor should provide alternative options for location of the tree(s) ensuring all aspects of health and safety of surrounding areas are covered. Also ensuring there is a sufficient power supply and suitable pit covers this may involve further communication with Island Roads.

Previous years information

<b>Location of Tree</b>	<b>Size of Tree</b>
Natwest Bank	25 + ft
Minghella Square	15 - 20 ft
Co-op Square	15 - 20 ft
Seafront (Western Esplanade)	20 - 25 ft
Binstead Hill	20 - 25 ft
Gassiots Green	15 - 20 ft
Oakfield Stores	8 ft
Ryde Fire Station	8 ft
All Saints Church	15 -20 ft
The London	15 ft

Once sizes are confirmed Contractors will arrange order for Ryde Town Council and collection of all trees. Trees will be collected within good time to ensure all trees are up, lighting arranged and ready to turn by the 1<sup>st</sup> of December.

**Section 2.2 – Safety around tree base**

Certain trees have been prone to acts of vandalism in past years. These trees are situated at The Natwest Bank, Minghella Square, Seafront (Western Esplanade) and The Co-op Square.

We ask contractors to quote for vandalism/antisocial deterrents that can be reused each year.

Ryde Town Council are looking for a type of decorative display/fencing to cover the base of the trees. The fencing must look appropriate for the community of Ryde. This may involve additional research and reporting to Council.

**Section 2.3 – Inspection of area pre- and post-season**

The contractor shall thoroughly inspect the tree location points including pit covers and general surfaces prior to erection of Christmas tree ensuring they are safe and useable.

Any defects with items such as pit covers and surrounding areas will need to be passed onto Island Roads in sufficient time to rectify the defects.

Contractors shall preform pre- and post-season electrical tests on all tree lights at their own facility. Following this inspection a detailed report on the condition and state of lighting and additional lights needed shall be prepared by the contractor to provide to the Contract Manager for information.

Contractors will also determine whether extra lights are to be purchased the following year in discussion with Ryde Town Council. If new sets of lights are required please ensure Ryde Town Council are made aware immediately. The contractor will then work with Ryde Town Council's officers to research and source new lights for the next season within budget.

#### **Section 2.4 – Weather Appropriate**

The contractor should note that some of the trees and equipment will be installed in exposed locations, liable to the effects of wind and weather and the fixings used to secure the trees must be capable of safely supporting its weight and loading stresses in all weather conditions.

Every effort will be made to ensure the electrical equipment is weather proofed against ingress of moisture. The contractor will be held responsible for damage to any equipment caused by ingress of rain or moisture vapour.

#### **Section 2.5 – Routine maintenance and maintenance of damaged trees, and lights**

The contractor shall be responsible for fixing or replacing any trees and equipment which becomes damaged by action of inclement weather or any other event and restore any lights that are affected by vandalism.

Ryde Town Council will be responsible for the procurement of any additional lights which cannot be fixed.

Routine maintenance checks of all trees and equipment shall be made weekly throughout such period.

The contractor shall be responsible for fixing any equipment which becomes dislodged by action of inclement weather or damaged by anti-social behaviour. They must make themselves available to repair any damage within a 24-hour period of being reported by Council officers.

#### **Section 2.6 – Health and Safety**

The successful contractor will be required to supply relevant insurance documents, suitable risk assessment and safe working method statements before starting the works.

The method statement will consider the various risks within the works and set out clear methods for avoiding injury to operatives, the public or property.

Items to consider include:

- Working at height
- Working with electrical equipment, cabling and supplies
- Working on or adjacent to public roads
- Working with lifting equipment/ hoists
- Manual handling of equipment
- Weather Conditions

Any outside organisations used to erect any motifs will also need to provide relevant insurance and risk assessments contractors will be liable to ensure these are provided.

An up-to-date risk assessment and method statement must be provided each year before each works are carried out.

### **Section 2.7 – Research and reporting**

Contractors may be asked to undertake research and provide reports on additional festive display ideas for the Community of Ryde to present to councillors. The council will define a budget for this before any research is undertaken.

### **Section 2.8 – Traffic Control Measures**

The contractor shall liaise with Island Roads and Isle of Wight Council traffic management department if applicable prior to undertaking the works, and erecting / removing / changing motifs complying with any requirements stated by them.

No special arrangement has been made for traffic control and the contractor must provide all signage and other equipment necessary to comply with requirements.

### **Section 2.9 – Removal of trees, decorations, and lighting**

Removal of all trees, decorations and lighting must be complete after the 2<sup>nd</sup> of January and by 6<sup>th</sup> of January.

Ryde Town Council should be informed when decorations and lighting are planned to be removed and they must be removed for information and traffic controls planned accordingly under Section 2.8 – Traffic Control Measures.

The contractor shall allow for careful removal of the equipment and its preparation for storage at their facility. The equipment shall undergo the following pre storage work. Each item shall be carefully removed and cleaned, as necessary. All cablings shall be wrapped and taped into suitably sized coils. Large items shall be dismantled as necessary and the pieces tied or taped together.

Prepared items shall be clearly labelled with suitable tie-on labels stating clearly

1. The type of equipment.
2. The location from which it was removed.

Upon removal of the equipment the contractor shall note any specific information relating to the equipment's performance, condition and fitting, this information being included in a report to council.

## **SECTION 3 - OTHER GENERAL SPECIFICATIONS**

### **3.1 - Meetings**

Ryde Town Council will have pre-season meetings for both summer and winter and post season debriefs.

### **3.2 - Point of Contact**

Contractors will report to Shona Parnell (Ryde Town Council's Contract Manager) and the Facilities team throughout contract duration.

### **3.3 - Site visits**

The contractor is strongly advised to visit the locations shown and fully inform himself as to the nature and extent of the works.

### **3.4 - Electrical installations**

Throughout the year contractors may be asked to connect equipment to an electrical source around Ryde, for example connecting amplifiers for street performers and musicians in the summer months. The contract tender must be fully qualified and provide the relevant health and safety information statement in Section 4 - Health and Safety.

We ask for the contractor to be available for 15 call outs per year with a 7-day notice period.

### **3.5 - Licence application fees**

Currently Ryde Town Council do not pay any licence fees. If fees become applicable these will need to be arranged with the Isle of Wight Council Highway Maintenance and Licensing and Island Roads.

## **SECTION 4 – SUBMISSION OF TENDER**

The deadline for receipt of tenders is the Friday 30<sup>th</sup> April 2021. Tender submissions should be sent to an envelope using the enclose label to:

Miss S Parnell

10 Lind Street

Ryde

Isle of Wight

PO33 2NQ

We will not consider any tenders received after this time.

Queries regarding the tender should be addressed to Miss S Parnell Contract Manager.

Email address - [procurement@rydetowncouncil.gov.uk](mailto:procurement@rydetowncouncil.gov.uk)

Ensure that any other information that has been requested to support your company's tender has been included. Failure to return all documents requested will be deemed as a non-compliant tender.

### **4.1 Tender Response Requirements**

The following information must be supplied by all tenderers:

- Complete pricing schedule detailing all costs (please find attached a checklist – APPENDIX 5)
- Complete company information section (please find this attached – APPENDIX 4)
- Complete personal business quotation with as much detail as possible covering all checklist sections
- Signed tender acceptance
- Comprehensive risk assessments and method statement for works
- Three references for similar work (APPENDIX 6)
- The number and level of staff you propose to use, including their qualifications
- Company policies if available, i.e. equality & diversity, health & safety, environmental and others.
- Copy of all relevant insurance documentation including £10 million public liability, employer liability and/or professional indemnity insurance.

- Correct levels of Electrical competency certificates and insurance to complete works.

## **4.2 Payment Details**

### **Invoicing and payment**

This is a fixed price contract for 4 years with no RPI increase.

Invoices shall be submitted to [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) at quarterly periods as specified by the Council. Invoices shall be accompanied by a full breakdown of charges relating to the services provided by the Operator.

Should any work not have been completed, then the amount for that work will be deducted from payment.

Ryde Town Council payment terms are 30 days from date of invoice.

## **4.3 Termination of Contract**

Should, in the opinion of the Council, the service provision be deemed to be of an unsatisfactory standard, or any other contravention of these contract terms occurs, you will be deemed to be in breach of contract and the contract will be terminated with immediate effect. However, the Contractor will be given notice by the Council of unsatisfactory standards being achieved and will be given an opportunity to improve standards within an agreed timescale. Failure to do so will result in termination of the contract. Should the Contractor wish to terminate this contract, a minimum of three months notice must be given prior to the commencement of each contract year.



# SECTION 5 – FREEDOM OF INFORMATION STATEMENT

## 5.1 FREEDOM OF INFORMATION STATEMENT

The Council is subject to the Freedom of Information Act 2000 (“Act”) and The Environmental Information Regulations 2004 (“EIR”).

As part of the Council’s obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as **“Not for disclosure to third parties”** together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- Has not clearly been marked as “Not for disclosure to third parties” with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person), Or
- In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.



**SECTION 6 - FORM OF TENDER FOR**

**THE SOURCING, ERECTION,**

**INSTALLATION, MAINTENANCE AND**

**REMOVAL OF DECORATIVE LIGHTING/  
MOTIFS AND CHRISTMAS DISPLAYS.**

Town Hall Chambers,  
10 Lind Street,  
Ryde,  
Isle of Wight,  
PO33 2NQ

Date .....

Dear Sirs,

I / we have read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract.

We offer to deliver the Decorative Lighting contract stated in the specification above for the fixed price sum of £..... (Including VAT) (in words) Per Annum.

The above prices are detailed in the supporting quotation checklist section (APPENDIX 5) and in a personal business quotation submitted including as much detail as possible.

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

By signing this document I/We have read and understand Ryde Town Councils Data Protection policy (APPENDIX 3).

Signature:.....

Position:.....

Being authorised to sign tenders on behalf of:.....

Name of Contractor:.....

Address:.....