



# **Mandatory Declarations**



## **MANDATORY DECLARATIONS**

### **COLLUSIVE TENDERING CERTIFICATE**

I/We declare that:

1. This is a bona fide tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.
2. I/We have not done and I/We undertake that I/We will not do at any time before the hour and date specified for the return of this tender any of the following acts:
  - a. communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.
  - b. entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.
  - c. offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work act or things of the sort described above. We acknowledge that if we, or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, the Council may cancel the contract and recover all costs and losses.

In this certificate, the word 'person' includes any persons or anybody or associated, corporate or unincorporated, and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Dated:

Signature:

For and on behalf of:

Status of signatory:

Note: Refusal to give this declaration and undertaking means that your tender will not be considered



## **MANDATORY DECLARATIONS**

### **CONFLICT OF INTEREST DECLARATION**

This declaration must be completed and signed as part of the Tender. Tenderers will be required to notify the Council of any changes to the content of this Declaration as soon as such information becomes available to them.

Any conflict of interest or potential conflict of interest must be fully disclosed to the Council as soon as the conflict or potential conflict becomes apparent. In the event of any such conflict or potential conflict the Council at its absolute discretion shall decide on the appropriate course of action and the decision of the Council will be final and binding in this regard.

A conflict of interest may include any factor, whether arising through personal interest, current or prospective contractual obligations or any other activity or association, which could prejudice your firm and its employees or agenda in the delivery, for the sole benefit of the Council, of the service required.

The Council reserves the right to determine the appropriate course of action with regard to all actual and potential conflicts of interest.

Are you aware of any conflict of interest which might have an impact on your ability to offer/deliver the services in question to the Council?

Yes

No

If Yes, please provide details:

I hereby declare that the above is an accurate and complete Declaration of all Conflicts of Interest on the part of my firm in relation to this framework of which I am aware. I undertake to inform the Council of any changes to this Declaration or of any other conflicts of interest which may arise during the lifetime of the framework.

I accept that the Council may take appropriate action in relation to conflicts of interest, and that my firm may be excluded for tendering for a specific contract where the effect of the conflict of interest has not been dealt with to the satisfaction of the purchaser.

Dated:

Signature:

For and on behalf of:

Status of signatory:

Note: Refusal to give this declaration and undertaking means that your tender will not be considered



## **MANDATORY DECLARATIONS**

### **FREEDOM OF INFORMATION SCHEDULE**

Please state in writing what information, if any, relating to the information provided in this Tender that you wish to reserve in accordance with the provisions of the Freedom of Information Act 2000. NB: Information relating to contract records and/or administration, overall value performance, or completion may not be reserved by you.

Information which may be reserved includes:

- Trade secrets
- Commercial interest
- Obligation of confidentiality due to the nature of the information, or the circumstances under which it is imparted
- Personal data relating to an individual
- Unit prices or detailed pricing information

Please state the section of the Freedom of Information Act 2000 under which you wish to reserve the information. Please state the reasons for the reservation. Please state how long you wish the reservation to last, e.g. the number of years.

I hereby certify that the information supplied in this application and supporting documents is accurate to the best of my knowledge. I understand that false information may result in exclusion from further consideration and that it is a criminal offence to offer any gift or consideration to any employee of Stratford-on-Avon District Council in connection with this contract. I also understand that canvassing of Members of officers of Stratford-on-Avon District Council will result in disqualification. I confirm that I am prepared to answer any questions relating to this questionnaire.

Dated:

Name (in block capitals)

Signature:

For and on behalf of:

Status of signatory: