### Declarations and Supporting Information

### Section A: How to submit an application

All communications and applications must be received through emailing jessjohnston315@gmail.com If you encounter any problems with the submission of your application, please phone 07900180315.

When applying:

|  |  |
| --- | --- |
| C:\Users\cclement\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S4TVCKU1\Kliponious-green-tick[1].pngDO | C:\Users\cclement\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S4TVCKU1\x[1].pngDON’T |
| * Ensure that your application is fully completed including answering all questions
* Check the closing date/time and ensure applications are submitted on time.
* Ensure that the price submitted is fully inclusive of all overheads.
* Ensure that the price is displayed in Pounds/Sterling.
* Ensure that the mandatory requirements are completed.
* Ensure that your application submission uses the following formats:
	+ For Text: Microsoft Word (or equivalent open document text) or PDF
	+ For Spreadsheets: Microsoft Excel (or equivalent Open document spreadsheet)
* Comply with any specific instructions in the application documents.
 | * Attach any additional documents to your submission, unless specifically requested by the Authority.
* Make any alterations or additions to the Form of Application
* Discuss the application that you intend to make with anyone other than professional advisors or joint applicants that may need to be consulted.
* Embed documents or add electronic links into your application submission. Any embedded links or documents will not be evaluated.
* Discuss details of the application with others outside the application process or unconnected to your proposed application.
* Exceed the maximum file limit of 50mb (no limit on number of attachments which can be uploaded)
* Submit your application by post.
 |

### Section B: Supplier details

|  |  |
| --- | --- |
| Name: | [Please complete field] |
| Company (if applicable): | [Please complete field] |
| Address: | [Please complete field] |
| Registered Address for Company if applicable (only complete if different to address above) | [Please complete field] |
| Company registration Number if applicable:  | [Please complete field] |
| Contact Name/Position: | [Please complete field] |
| Telephone Number: | [Please complete field] |
| Email Address: | [Please complete field] |
| Individual/Sole Trader: | **YES/NO** |
| Small Medium Enterprise:  | **YES/NO** |
| Voluntary/Community Organisation:  | **YES/NO** |
| Where did you find out about this opportunity? | [Please complete field] |

### Section C: Pricing

Prices should be fully inclusive of all overheads, fixed for the duration of the contract and must be pounds sterling. The price should be the net price excluding any taxation.

The formula below demonstrates how your pricing score is calculated:

PRICING SCORE = $\frac{lowest price}{applicationder price}× \% available $

**Grand Total:**

|  |  |
| --- | --- |
| Numbers: | £ [insert numbers here] |
| Words: | [Insert price in words here] |

### Section D: Additional information

Please provide two references. These must be for contracts undertaken of a comparable nature to the Authority’s requirement.

The Authority reserves the right to contact your references. Please note you must not include the contracting Authority as one of your references.

|  |  |
| --- | --- |
| Reference 1 | Please fill in your first reference. Please include the company name, full postal address, contact name, email address and telephone number. |
| Reference 2 | Please fill in your second reference. Please include the company name, full postal address, contact name, email address and telephone number. |

|  |  |
| --- | --- |
| Please state if any officers or members of Lowestoft Town Council have any direct relation to you or interest in your firm, business or interests: | **YES/NO**If yes, please give details |

### Section E: Mandatory declaration

You must complete and sign the Mandatory Declaration Form, failure to do so will result in your application being rejected without consideration. Please click on the hyper-link to access the relevant documents.

Please only tick if you have read and agreed. Failure to comply with any of the policies in the links below will result in your application being rejected or damages sought by the Authority if you win the contract.

|  |  |
| --- | --- |
| Ensure options in yellow below are appropriate to the application content, delete any not needed | C:\Users\cclement\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S4TVCKU1\Kliponious-green-tick[1].pngRead and agreed |
| [Terms and Conditions of Application](https://lowestofttowncouncil.gov.uk/assets/Tender/Terms-and-Conditions-of-Bid.pdf)  | [X if agreed] |
| [Health and Safety Policy](https://www.lowestofttowncouncil.gov.uk/assets/Webpage-Important-Documents/Policies-and-Procedures/Health-and-Safety-Policy-Lowestoft-Town-Council.pdf) | [X if agreed] |
| [Procurement Terms and Conditions](https://lowestofttowncouncil.gov.uk/assets/Tender/Procurement-Terms-and-Conditions.pdf)  | [X if agreed] |
| [Safeguarding policy](https://lowestofttowncouncil.gov.uk/assets/Webpage-Important-Documents/Policies-and-Procedures/Safeguarding-Policy.pdf)  | [X if agreed] |
| [Equality and Diversity Policy](https://lowestofttowncouncil.gov.uk/assets/Webpage-Important-Documents/Policies-and-Procedures/Equality-and-Diversity-Policy.pdf) | [X if agreed] |
| [Freedom of information Act 2000](http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga_20000036_en.pdf)  | [X if agreed] |
| [Environmental Information Regulations 2004](http://www.legislation.gov.uk/uksi/2004/3391/pdfs/uksi_20043391_en.pdf) | [X if agreed] |
| [Data Protection Policy](https://lowestofttowncouncil.gov.uk/assets/Webpage-Important-Documents/Policies-and-Procedures/Data-Protection-Policy.pdf)  | [X if agreed] |
| [Charter Against Modern Slavery](https://lowestofttowncouncil.gov.uk/assets/Webpage-Important-Documents/Policies-and-Procedures/Modern-Anti-Slavery-Charter.pdf) | [X if agreed] |
| As a minimum, applicants are required to hold the following insurance levels:* £5 Million Public Liability
 | **YES** I hold this level of insurance/ **NO** (if no please state if you will increase current levels should you be awarded the contract) |
|  |  |

|  |  |
| --- | --- |
| Print name | Please print name here |
| Signature | Please ensure an electronic or handwritten signature here. Failure to sign the document will result in the application being non compliant |
| Position in Organisation (if applicable): | Please state the signer’s position in organisation if applicable |

### Section F: Terms and conditions of applying

* For the purposes of this application:
	+ the Purchasing body will be: Lowestoft Town Council
	+ The Contracting Authority will be: Lowestoft Town Council
* The Authority will not reimburse any application costs.
* Applicants must satisfy themselves as to the accuracy of the information provided in this document and no responsibility is accepted by the Authority for any loss or damage of whatever kind and howsoever caused arising from the use of applicants of this information.
* In the event that a contract is awarded based upon false information supplied by the applicant, the Authority will proceed to seek damages.
* The applicant must ensure it has full power and authority to enter into the contract and will perform the obligations of the contract.
* The Authority is not bound to accept the lowest application, nor indeed any application.
* The applicant must be of sound financial standing and be operationally capable of performing the obligations of the contract.
* Where there appears to be an error in a submission, or where the application reveals errors which could affect the total then Authority may give the applicant an opportunity to correct or withdraw their offer.
* If an organisation is awarded an ‘Authority’ contract then all information relating to the contract may be published in whole or in part without consent subject to redaction of some limited details therein on specific legal grounds determined by the Authority, if any, including the protection of national security.
* If your company has reservations over sharing information in respect of your contract, please formally state this in your application submission, otherwise the Authority may reject the application.
* Requests for clarifications (but not their source) and responses to them will be circulated to all applicants unless it is deemed to be commercially sensitive.
* Details of the successful applicant *may* be published on the Authority’s website.
* Work undertaken without written notification of an award of contract by the Authority and prior to an agreed commencement date is done entirely at the Supplier’s risk.
* These terms and conditions along with additional clauses and the content of this document including the Contract Award Letter will form the contract.
* The application must be completed in the name and voice of the economic operator.
* The Authority reserves the right to use a third party credit checking agency to support and evidence the financial information requested in this document.
* The Authority reserves the right to ask for further financial information at any time during the procurement process.
* Failure to complete all required fields in this document will make your application non-compliant and it will not continue in the procurement process.
* The winning application will be subject to a requirement to provide proof of documents such as insurance certificates and any other documents requested by the Authority.