



## **TOPIC GUIDE: TEMPLATE FOR TENDER DOCUMENTATION**

Attached is a template which can be used when competitively tendering. It consists of:

**Covering Letter** - You may wish to make slight amendments.

**Terms and Conditions** for tendering are standard and should always be used.

**Form of Tender** – again this is a standard letter.

**Specification** - The user needs to write this assisted by the buyer. See Topic Guide on Specifications also found on the website which gives further guidance.

**Standard Terms and Conditions** – use these most of the time.

**Pricing Schedule** – to be produced by Procurement specialists.

The Company Limited  
[address]

[Date]

[Address]

Dear Sir

**Invitation to Tender for [Title]**  
**Tender No [ ]**  
**Tender Closing Date: noon on [insert date]**

You are invited to tender for the provision of the above goods or services. A specification is attached, together with Terms and Conditions which will apply.

A copy of the tender document and pricing schedule are enclosed. They should be returned in a sealed envelope to the undersigned at the above address, with the word "Tender" and the tender number marked on the top left-hand corner. Your submission must reach this office not later than noon on the above tender closing date.

I would be grateful if you could let me know by return if you are declining to bid [e-mail address].

You are requested to refer any questions to the undersigned at the above address [tel no].

Yours faithfully

[name]  
[job title]

Enclosures:

Terms and Conditions for Tendering  
Form of Tender  
Pricing Schedule  
Specification  
Terms and Conditions for Contract

## **TERMS AND CONDITIONS FOR TENDERING**

1. Tenders comprising Form of Tender, Pricing Schedule and supporting information must be submitted, together with a covering letter signed by an authorised representative of the Supplier, no later than the date shown in the covering letter. The minimum number of Tenders should be one bound and one loose, all on A4. This Company ('the Company') may reject any tender which is late, does not fully comply with the stipulated requirements.
2. The Company reserves the right to accept any tender, in whole or in part, or to negotiate further with one or more Tenderer. The Tenderer(s) selected will be chosen on the basis of best value for money. This means suitable quality, delivery, level of risk and reaction to customer needs at best price.
3. All marketing or similar activities by the Tenderer associated with the Tender must cease upon submission of the Tender and only resume following notification from the Company of the outcome of the tender competition.
4. No amendments to the Tender will be permitted after submission unless requested by the Company. Prices and rates quoted within the Tender should be on a fixed basis for the contract period and all tendered prices must be exclusive of Value Added Tax. They should remain fixed for ninety days from tender close date.
5. Unsuccessful tenderers will be notified after contract award. All costs incurred in relation to this tender are to be borne by the Tenderer.
6. Any material of a confidential nature submitted by a Tenderer should be clearly marked. All material provided by the Company must be regarded as confidential.
7. The Company's terms and conditions are attached and will be used for any contract with the Tenderer.
8. The Company welcomes innovation from Tenderers which will reduce whole life cycle costs and/or improve quality. Any such proposals should be set out on a separate sheet at the back of the tender and referred to in the covering letter.
9. The Company may require you to nominate up to three client reference sites and would appreciate if these are made ready.
10. All correspondence must be in English.

11. Where this Invitation to Tender includes reference to goods of a specific make or source or a particular process, or indicates trade marks, patents, types, or specific origins or production, the Company may be prepared to accept an equivalent. It is the responsibility of the Tenderer to demonstrate that the alternative product is suitable for the task.
  
12. The Company has a strong belief in propriety and ethics. A Tenderer attempting to offer an inducement to any member of staff is likely to be debarred.

## **FORM OF TENDER**

[address]  
[contact numbers]  
[Date]

Mr [name]  
[Job Title]  
The Company Limited  
[address]

Dear Mr [name]

[Tender reference number and Title]

We would like to offer to supply the above Goods or Services at the firm and fixed prices shown in the enclosed pricing schedule.

Our tender remains open for acceptance for a period of ninety calendar days following the tender closing date. It is confirmed that the [ ] Terms and Conditions are acceptable.

This Tender fully complies with your Specification.

[Attention is drawn to some innovative proposals at the back of this submission].

Should you need anything further, it can be supplied by the undersigned at the above address.

Yours sincerely

[Name]  
[Title]

Enclosures:

Pricing Schedule  
Technical/Commercial Response  
Background Information on the Company  
[Terms and Conditions with any minor amendments marked in black pen]  
[Innovative proposals]

## **SPECIFICATION**

(See Topic Guide on Specifications)

## Technical and Commercial Response

### Technical

Please enclose:

Health and Safety policy statement

Quality Assurance Certificate

Please enclose copies of certificates

Name, position in organisation and brief background details of contract manager who will be nominated should you win this tender.

Details of work to be sub-contracted and list of sub-contractors who you would intend to use.

### Commercial Response

Please enclose:

Audited accounts for last three financial years

Un-audited accounts for the current financial year, together with interim accounts for the 6 month period immediately prior to this tender.

Contact details of three referees.

For more information on how the **Buying Support Agency** to work with you to significantly reduce your purchasing costs and improve supply efficiency, call now on 0845 5553344 or email [info@buyingsupport.co.uk](mailto:info@buyingsupport.co.uk)