

## **TENDER PACK**

### **Accommodation**

### **Framework**

1 September 2017 – 31<sup>st</sup> August 2019

## CONTENTS

	<b>Description</b>	<b>Page Number</b>
1	Instructions to Tenderers and Conditions of Tender Submission	3
2	Tender Timescales	5
3	Tender Award Stage Weighting	5
4	Tender Specification	6
5	Business Information Questionnaire	9
6	Tender Application form	17
7	Form of Tender	22
8	Collusive tendering Certificate	23
9	Canvassing Certificate	24

## Instructions to Tenderers and Conditions of Tender Submission

1. These Instructions and Conditions apply to the tendering process for this Framework Agreement to ensure that all tenderers are treated equally and fairly and to provide for compliance with other relevant legal requirements. Failure to comply with these Instructions and Conditions may invalidate your tender.
2. References to “the College” mean Stephenson College.
3. The agreement and subsequent contract will be subject to any special conditions of contract which may be included within the tender document. Where the standard conditions are inconsistent with special conditions, the special conditions will prevail.
4. The agreement together with any other documents expressed to be incorporated therein, constitutes the entire understanding between the college and the tenderer relating to the subject matter of this tender and supersedes all prior writings, negotiations or understandings with respect thereto.
5. A submitted tender is an irrevocable offer by the tenderer and the tenderer separately undertakes with the College that the tender will remain open for acceptance by the College for a period of 3 calendar months calculated from the day following the closing date for receipt of tenders.
6. The College does not bind itself to accept the lowest or any offer, and reserves the right to accept tenders in whole or in part.
7. Only the information contained within this Invitation To Tender document, or otherwise communicated in writing to tenderers with direct reference to this tender should be considered by tenderers when making their offer.
8. Where estimated volumes are stated they are for guidance purposes only and do not form a contractual commitment.
9. The submission of false or incorrect information or declaration(s) will invalidate your tender and, if not identified by the College until after the award of the contract, will be considered a fundamental breach of the contract. Such a submission may also be taken into account when future tenders are considered.
10. Tenderers are advised that where there is any discrepancy between the hard copy tenders and any electronic copies submitted, the contents of the hard copy will take precedence over the electronic copy and will prevail in the event of any dispute
11. Tenders must be submitted with the official Form of Tender provided with the tender documents. The Form of Tender must be completed in all material respects. Font type Arial, size 12 must be used. Tenders not complying with these requirements may be rejected.
12. To enable us to assess your organisation's suitability, we require you to provide all of the information requested. Failure to complete the form in full or to provide any of the documents requested may result in your application being rejected. Rather than leaving answer spaces blank, if the question does not apply to you please write ‘Not applicable’ or ‘N/A’. If you do not have / know the answer please write ‘Not known’ or ‘N/K’.
13. If there is insufficient space to complete your answers please submit them on separate sheets clearly cross referencing to the appropriate section of the ITT. If completing the document electronically you may enlarge the answer boxes to ensure you have sufficient space to respond. **However, you must not alter or amend the questionnaire in any other way and under no circumstances should THE QUESTIONS be altered in any way as doing so will**

**result in your application being rejected.**

14. Where supporting documents are requested, these should be clearly cross referenced to the appropriate section of the ITT. Except where specifically requested, **NO ADDITIONAL SUPPORTING DOCUMENTS ARE REQUIRED.** The College does however reserve the right to call for further evidence or copies of such documents at any stage during the procurement process.
15. The College reserves the right to seek clarification, after tenders have been received, from any tenderer, on any aspect of their tender.
16. Written acceptance by the College of this tender, (or part of this tender), shall create or constitute an agreement between the College and the tenderer, expressly incorporating the Form of Tender, the Conditions of Contract, any Special Conditions of Contract, the Specification, the Proposal (where applicable) and any Contract Drawings or similar.
17. The College reserves the right to publish details of the successful contractor and the total contract value.
18. Should there be any doubt or confusion as to the meaning of any provision contained in the tender documentation, you should obtain clarification prior to the submission of your tender. All tenderers will be informed of any points of clarification and the College's response. The identity of the tenderer requesting clarification will not be disclosed.

All requests for clarification should be made **via email ONLY** to: -

**Catherine Duro**  
**[cduro@stephensoncoll.ac.uk](mailto:cduro@stephensoncoll.ac.uk)**

Requests for clarification will be accepted until 12:00 Noon, Friday 28 April 2017 after this point no clarification requests will be responded to.

19. Where reference is made within this tender to any UK standard or legislation and you are not currently subject to UK standards or legislation, you are required to provide details of any equivalent standards or legislation that apply to your organisation. It is the tenderers responsibility to demonstrate that any alternative standards are equivalent to the standards specified
20. The College will not be liable for any costs or expenses incurred by applicants in completing and submitting their tender whether or not it is successful.
21. The Company agrees to notify the College and provide additional information if at any stage after submitting the tender (and/or Pre Qualification Questionnaire) any information contained in it becomes no longer true or accurate
22. The College reserves the right to retain all and any of the information supplied to it by the Tenderer(s)
23. The College reserves the right to amend its tender documents in any respect at any time prior to the closing date and time for receipt of tenders. Any such amendment will be notified to all tenderers before the closing date and time. You must confirm in writing when you submit your tender that it provides for compliance with all amendments so notified.
24. The College may at its discretion extend the closing date and time for receipt of tenders by written notice to all tenderers.

## 25. Tender Timescales

Date	Action
21 April 2017	Tender Issued
Noon 28 April 2017	Deadline for requests for clarification to be received by <a href="mailto:cduro@stephensoncoll.ac.uk">cduro@stephensoncoll.ac.uk</a>
9am 5 May 2017	Completed tender documents to be received by <a href="mailto:cduro@stephensoncoll.ac.uk">cduro@stephensoncoll.ac.uk</a>
8 – 12 May 2017	Clarification interviews & accommodation visits
15 May 2017	Framework awarded and live
1 September 2017 – 31 August 2019	Contract Period

## 26. When considering tenders the following criteria will be applied

The Business Information Questionnaire must be completed in full and with satisfactory answers to progress to the tender award stage. An acceptable answer must be given to mandatory requirements or the tenderer may be excluded from the process. Mandatory Requirements are marked \*. All other questions will be scored as highlighted below. A minimum score of 70% is required to pass the initial supplier selection and be considered for the framework.

Score Given	Description
5	Significantly exceeds the minimum requirements
4	Meets the requirements
3	Meets the requirements except minor aspects
2	Does not meet requirements but may be adaptable
1	Major non-compliance with the requirements

## Tender Award Stage Weighting

Criteria	Headline	Weighting
A	Ability to establish and deliver an effective service in accordance with the specification.	60
B	Pricing	40
	<b>Total</b>	<b>100%</b>

Tenderers should note that in the event that the College considers a bid to be fundamentally unacceptable on a key issue, regardless of its other merits, that bid may be rejected.

The College reserves the right to award contracts to more than one supplier to ensure optimal delivery of this requirement. Awarded volumes and values will be contained within each supplier contract.

27. The tender should be submitted electronically to [cduro@stephensoncoll.ac.uk](mailto:cduro@stephensoncoll.ac.uk)  
The email should be entitled: **Tender Submission – Accommodation Framework**
28. The College reserve the right to ask clarification questions of the suppliers and/or visit the accommodation at the tender award stage in order to better understand the answers given and explore the validity of them. The answers to these questions will be used in assessing the bid in line with the scores and weightings listed above. These questions will enhance the answers given and be used to justify scores, any questioning will not be scored in isolation.

## Tender Specification

### Context:

Stephenson College is a medium sized general Further Education college. With campuses in Coalville Leicestershire and Nottingham City Centre, Stephenson College is an education institution renowned for its excellence and innovation in learning. The college offers full-time courses, part-time courses and apprenticeships, training thousands of students to gain the qualifications they need to further their career prospects.

The college's Leicestershire Campus, based in Coalville, has been hailed as one of the best designed and up-to- date campuses in the country with industry standard workshops and dedicated learning environments designed to ensure that students are taught to the highest standards and inspire success.

The College wishes to establish a framework with suitable providers of accommodation for our apprentices/students whilst they are studying with us.

The College's apprentices come from across the UK for block release programmes. They are all employed as apprentices and any contract would be made by the College on behalf of the employer. The employer and apprentice could be required to sign a tripartite agreement on the residents' code of conduct. Any issues are taken seriously and disciplinary action could be taken by the College and/or the employer where necessary.

The College has between 150 and 200 apprentices in accommodation during any given week and this is forecast to increase. The majority are currently accommodated in home stays with local landlords and landladies.

The College is looking to expand its available network of accommodation and capacity to accommodate apprentices and HE students, unless otherwise stated students will be aged 18 years and over. It is expected that up to 100 beds may be needed in any week though this could be from a number of suppliers depending on the students/employers exact requirements and room availability at the time of booking. Most beds will be needed for four nights from Monday – Friday.

The College is looking for a framework of suppliers to meet this need. Suppliers able to offer fewer bedrooms stand equal chance of being successful in being awarded a place on the framework.

A place on the framework is no guarantee of a contract but means you will be approached for availability where your facilities meet the requirements for a given group of apprentices. Some bookings will be for ad-hoc weeks, some for 36 weeks\*, and some for blocks of 2 to 8 weeks.

\*Longer minimum periods may be considered in exceptional circumstances

## **Goods or Services Required**

### **Lot 1 – Hotel Stay / Short Stay Accommodation**

**The college will require as a minimum from the accommodation;**

Clean, furnished twin or single bedrooms (with bed linen included)  
Tea and coffee making facilities  
Bed, Breakfast and Evening Meal OR Fully Equipped Kitchen  
Free Wi-Fi and desk with power supply  
Secure bedrooms  
Gas, Water, Electricity included  
Credit Account to be invoiced against College PO numbers

**Additional facilities which may be required for some cohorts include:**

Ensuite bedrooms  
Car-parking  
Accommodation for 16 and 17 year olds

(Please note being unable to offer all of these will not exclude you from the framework but may exclude you from some contracts)

### **Lot 2 – Self Catering / Medium Stay Accommodation**

**The college will require as a minimum from the accommodation;**

Clean, furnished twin or single bedrooms  
Free Wi-Fi and desk with power supply  
Kitchen facilities  
Secure bedrooms  
Weekly cleaning of shared areas  
Gas, Water, Electricity included  
Credit Account to be invoiced against College PO numbers

**Additional facilities which may be required for some cohorts include:**

Ensuite bedrooms  
Car-parking  
Bed Linen  
Crockery and Kitchen Utensils  
Accommodation for 16 and 17 year olds  
Cleaning of bedrooms between our guests where longer bookings are made

(Please note being unable to offer all of these will not exclude you from the framework but may exclude you from some contracts)

## **Quantity**

Colleges anticipated requirements for accommodation are for approximately 30 - 100 beds per week for 36 weeks of the year.

The exact requirements of these bookings will vary dependent on a number of factors, including but not exclusively; location, parking, residents' age, single rooms etc.

Contracts of various sizes may be awarded to a number of suppliers throughout the duration of the framework. A place on the framework does not guarantee a contract will be placed

### **Other Specification Criteria**

The quality of accommodation must be consistent and meet the college requirements.

College may audit the quality accommodation at any time of the colleges choosing and specifically when concern is raised by the students or their employer. Contractors will be required to respond to and resulting action plans in an agreed and timely manner.



## BUSINESS INFORMATION QUESTIONNAIRE

\* mandatory information - an incomplete or unsatisfactory answer could lead to your tender being excluded without being scored

<b>1*</b>	<b>General Information</b>		
1.1	Name of the organisation in whose name the tender would be submitted		
1.2	Address for all correspondence		
1.3	Contact name for enquiries about this bid		
1.4	Contact position (Job Title)		
1.5	Telephone number		
1.6	Fax number		
1.7	E-mail address		
1.8	Website address		
1.9	Company number (where applicable)		
1.10	Date of Registration		
1.11	Registered address		
1.12	VAT Number		
1.13	Is your organisation, a public limited company, a limited company, a partnership, a sole trader, other (please specify)		
1.14	Name, address and registration number of the ultimate/parent company if different from above.	Name	
		Address	
		Registration No.	

	<b>Professional Business Standing</b>	
1 *	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s), within the past 5 years?	
1.1	Is or has been in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
1.2	Has been convicted of a criminal offence related to business or professional conduct, corruption, bribery or fraud?	Yes / No
1.3	Has been convicted of terrorist offences, offences linked to terrorism, terrorist financing or money laundering?	Yes / No
1.4	Has been convicted of child labour or human trafficking offences?	Yes / No
1.5	Has committed an act of grave misconduct in the course of business	Yes / No
1.6	Has <u>not</u> fulfilled obligations related to payment of social security contributions	Yes / No
1.7	Has <u>not</u> fulfilled obligations related to payment of taxes	Yes / No
1.8	Does any director/partner have a relative who is employed by, or has any contractual relationship or involvement with any Senior Officer or Member of the Governing Body of the College?	Yes / No
1.9	Have any similar contracts been terminated for poor performance or breach of Terms and Conditions of contract in the last three years, or have damages been claimed against any such contracts by the contracting authority?	Yes / No
1.10	If the answer to any of these is "Yes" please give brief details, on an additional page.	

<b>3</b>	<b>Corporate Responsibility</b>	
3.1*	Do you have a Health and Safety Policy available to view on request?	Yes / No
3.2*	Have you had to notify the Health and Safety Executive of any incidents / accidents in the last 3 years?	Yes / No If Yes provide details
3.3*	During the last 3 years has your organisation been involved (or currently involved) in any civil, statutory or industrial tribunals relating to Health and Safety matters?	Yes / No If Yes provide details
3.4	Do you have an environmental policy available to view on request?	Yes/No
3.5*	Does your organisation have a safe guarding / child protection policy, available to view on request?	Yes/No
3.5.1	Who is your safeguarding officer? Please provide contact details.	
3.6	Do you have a Corporate Social Responsibility Policy available to view on request?	Yes/No
3.7*	Do you comply with the Modern Slavery Act 2015?	Yes/No
3.7.1*	Is your Anti-slavery and human trafficking statement available to view on request?	Yes/No
3.8	Have you been Ofsted inspected? If yes please state your most grade and date.	Yes/No Grade: Date:

4*	<p><b>Diversity and Equality</b></p> <p>In order that we may make an assessment of your current Diversity &amp; Equality status, please provide answers to the following questions. Please ensure that any supporting documentation is clearly marked with the name of the respondent and the number of the question to which the response refers.</p> <p>If you are a One Person Business (i.e. no employees except owner) then select OPB when given that option</p>	
4.1	<p>Is it your policy as an employer to comply with your statutory obligations under the Equal Pay Act and also under relevant equality legislation not to discriminate on grounds of Race, Economic Disadvantage, Gender, Age, Religious Belief, Disability, or Sexual Orientation under relevant UK legislation or equivalent legislation which applies in the countries in which your company employs staff</p>	<p>Yes / No/OPB</p>
4.2	<p>In the last three years has any contract with your organisation been terminated on grounds of your failure to comply with either or both of:</p> <ul style="list-style-type: none"> <li>ii) Legislation prohibiting discrimination or</li> <li>ii) Contract conditions relating to equal opportunities in the provision of goods, facilities or services?</li> </ul>	<p>Yes / No</p>

<b>5</b>	<b>Insurance</b>					Yes / No
	<p>You are required to have a minimum of £5m insurance cover in place before the contract start date for public liability, employers' liability and professional liability.</p> <p>Please confirm that you have or will have this cover in place</p>					
Please provide details on your current insurance cover						
<b>5a*</b>	<b>Tenderers must note that a minimum cover of £5,000,000 is required</b>	<b>Sums insured or Limits of Indemnity</b>	<b>Name of Insurer</b>	<b>Policy Number</b>	<b>Expiry date</b>	
	Public Liability					
	Employers Liability					
	Professional Liability					
<b>5b*</b>	Have you ever been declined insurance cover? If "Yes" please provide details					
<b>5c</b>	Is any contents insurance cover included for guests? Please detail					

<b>6 Financial Information*</b>			
	Please provide details of the audited annual report and accounts for the last 3 years. The information provided below may be used to set contractual limits for each subcontractor.		
6.1	Year		
	Turnover		
	Net Profit (Loss)		
6.2	Please provide details of your bank or financial institution where references may be obtained concerning your financial status.		
	Name of bank:		
	Address:		
	Tel No:		
	Fax:		
	Email:		
6.3	Our financial terms are 30 days net, and we make payments by BACS. Are you able to accept these terms	Yes /No	

<b>8*</b>	<b>References</b> Please provide details of two recent contracts that are relevant to the College's requirement. Where possible at least one should be from the public sector. If you cannot provide two references, please explain why.		
		<b>Reference 1</b>	<b>Reference 2</b>
8.1	Organisation name and address		
8.2	Customer contact name number:		
8.3	Customer contact e.mail address		
8.4	Date contract awarded:		
8.5	Contract reference and brief description:		
8.6	Value:		
8.7	Date contract was completed:		

**Declaration;**

I/We certify that the information supplied in this application is complete and accurate to the best of my/our knowledge and belief.

I/We understand that it is a criminal offence punishable by fine or imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. Any such action would empower the college to cancel any contract in force.

This document must be signed by a person with the authority to sign on behalf of the company and returned with your completed questionnaire.

**Signed**.....

**Name (Print)**.....

**Position**.....

**Date**.....



# Tender Application

## Accommodation Framework

1<sup>st</sup> September 2017 – 31<sup>st</sup> August 2019

**A. Ability to establish and deliver an effective service in accordance with the specification.**

**1. Please advise which lot(s) you wish to be considered for:**

Lot 1 – Hotel Stay / Short Stay Accommodation      Yes / No  
 Lot 2 – Self Catering / Medium Stay Accommodation      Yes / No

**2. Ability to meet the Specification**

**LOT 1**

Specification	Ability to meet the specification	Please explain if partially able or not able to meet the specification
Clean, furnished twin or single bedrooms (with bed linen included)	Fully / Partially / Not able	
Tea and coffee making facilities	Fully / Partially / Not able	
Bed, Breakfast and Evening Meal Or Fully Equipped Kitchen	Fully / Partially / Not able	
Free Wi-Fi and desk with power supply	Fully / Partially / Not able	
Secure bedrooms	Fully / Partially / Not able	
Gas, Water, Electricity included	Fully / Partially / Not able	
Credit Account	Fully / Partially / Not able	

**LOT 1 – Additional specification**

Specification	Ability to meet the specification	Please explain if partially able or not able to meet the specification
Ensuite bedrooms	Fully / Partially / Not able	
Car-parking	Fully / Partially / Not able	
Accommodation for 16 and 17 year olds	Fully / Partially / Not able	

**LOT 2 -**

<b>Specification</b>	<b>Ability to meet the specification</b>	<b>Please explain if partially able or not able to meet the specification</b>
Clean, furnished twin or single bedrooms	Fully / Partially / Not able	
Kitchen Facilities	Fully / Partially / Not able	
One bathroom per two people	Fully / Partially / Not able	
Free Wi-Fi and desk with power supply	Fully / Partially / Not able	
Weekly Cleaning of Shared Bedroom	Fully / Partially / Not able	
Secure bedrooms	Fully / Partially / Not able	
Gas, Water, Electricity included	Fully / Partially / Not able	
Credit Account	Fully / Partially / Not able	

**LOT 2 – Additional specification**

<b>Specification</b>	<b>Ability to meet the specification</b>	<b>Please explain if partially able or not able to meet the specification</b>
Ensuite bedrooms	Fully / Partially / Not able	
Car-parking	Fully / Partially / Not able	
Bed Linen – laundered weekly	Fully / Partially / Not able	
Bed Linen – laundered by guest	Fully / Partially / Not able	
Crockery and Kitchen Utensils	Fully / Partially / Not able	
Accommodation for 16 and 17 year olds	Fully / Partially / Not able	
Cleaning of bedrooms between guests	Fully / Partially / Not able	

### 3. Accommodation description

Please provide a description of the accommodation being offered for this framework. Please detail how you will meet the requirements, and what additional services and facilities can be made available on site. (1 page A4)

### 4. Capacity

Please detail how many bed spaces are potentially available from September 2017 – detailing the type of room for each e.g. twin room, single room, ensuite etc.

Type of room	Total number of beds	Additional information communal space, kitchen space, disability access, etc.
<i>e.g. Twin room – ensuite</i>	<i>8 (4 twin rooms)</i>	<i>TV lounge available</i>

### 5. Booking requirements

Please provide details of your booking requirements; please include details of your reservation process, cancellation process, minimum stays etc. (Additional pages/copies of your terms may be submitted)

**6. Your terms and conditions**

Please provide details of your accommodation terms of conditions, including any requirement you may have for the College and/or the guest to sign a contract or code of conduct prior to the stay. (Additional pages/copies of your terms may be submitted)

**B – Rates of Stay (all prices should be inclusive of any vat payable)**

**Lot 1**

Room Type	1 night only (£)			Mon-Fri (£)			Full Week(£)		
	RO	B&B	DB&B	RO	B&B	DB&B	RO	B&B	DB&B
Single									
Single ensuite									
Twin									
Twin ensuite									
Other - please detail									
<b>Discounts</b> Please provide details of any discounts available for number of beds booked or repeat bookings etc.									
<b>Is a damage deposit required?</b> Please detail									
<b>Is there a fee for car-parking?</b> Please detail									
<b>Other charges and optional extras - please detail</b>									

**Lot 2**

Room Type	£ per week		£ per week - min length of booking Of...please detail		£ per week - min length of booking Of...please detail		£ per week - min length of booking Of...please detail	
	Mon-Fri	full week	Mon-Fri	full week	Mon-Fri	full week	Mon-Fri	full week
Single								
Single ensuite								
Twin								
Twin ensuite								
Other - please detail								
<b>Discounts</b> Please provide details of any discounts available for number of beds booked or repeat bookings etc.								
<b>Is a damage deposit required?</b> Please detail								
<b>Is there a fee for car-parking?</b> Please detail								
<b>Is there a fee for bed linen?</b> Please detail								
<b>Is there a fee for crockery and kitchen utensils?</b> Please detail								
<b>Other charges and optional extras</b> - please detail								

**Form of Tender**

**FORM OF TENDER (page 1)**

Tender for the supply of:

**Accommodation Framework**

1<sup>st</sup> September 2017 – 31<sup>st</sup> August 2019

**Declaration;**

I/We certify that the information supplied in this application is complete and accurate to the best of my/our knowledge and belief.

I/We understand that it is a criminal offence punishable by fine or imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. Any such action would empower the college to cancel any contract in force.

This document must be signed by a person with the authority to sign on behalf of the company and returned with your completed questionnaire.

**Signed**.....

**Name (Print)**.....

**Position**.....

**Date**.....

**COLLUSIVE TENDERING CERTIFICATE**

TO:

Stephenson College

The essence of selective tendering is that the Stephenson College shall receive bona fide competitive tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that:

- (a) I/We have not entered into, nor know of, any agreement or arrangement with any other person that is intended to, or will have the effect of, preventing, restricting, or distorting the competitiveness of this tender process; and
- (b) I/We am/are not aware of any investigations or pending investigations by the Office of Fair Trading, or other relevant body, into suspected anti-competitive behaviour affecting this tender process or my/our business in general.

I/We also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:

- (a) communicating to a person other than Stephenson College the amount or approximate amount of my/our proposed tender (other than in confidence in order to obtain quotations necessary for the preparation of the tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or
- (c) offering or agreeing to pay or to give or paying any sum of money, inducement 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 services any act or omission.

Signed		Status	
For and on behalf of			
Date			

# CANVASSING CERTIFICATE

TO:

Stephenson College

I/We hereby certify that I/we have not canvassed or solicited any Member, officer or employee of Stephenson College in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of Stephenson College in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed		Status	
For and on behalf of			
Date			