



LONDON BOROUGH OF HAMMERSMITH AND FULHAM

CONTRACT FOR THE PROVISION OF A PRE-PAID CARD

**CONTRACT PERIOD: 1st April 2011 – 31st March 2012
(with an option to extend for one period of up to 12 calendar months)**

FORM OF TENDER

I/We the undersigned on behalf

of.....¹(the "Tenderer")

Of ²

.....
.....

Telephone:..... Email address:

Fax:.....

Date:.....

Having read the Instructions to Tenderers, the Conditions of Contract and the Specification relating to the contract for the provision of a pre-paid card issued by the London Borough of Hammersmith and Fulham (the "Council") and having duly completed this Form of Tender and Pricing Schedule, the Pre-Qualification Questions and Tenderer's Proposals (all together, the "Contract Documents") hereby offer to provide the Services (as defined in the Contract Documents) to the Council to the extent that the same shall be required and at the prices stated in the duly completed Pricing Schedule.

Should this tender be accepted, and if so requested by the Council, I/we agree to execute the Conditions of Contract for the provision of the Services.

I/We further hereby acknowledge that should my/our tender be accepted, a binding contract (the terms shall be as contained in the Contract Documents) between me/us and the Council shall come into force immediately upon the issuing of a letter of acceptance by the Council and pending such formal execution of the Conditions of Contract.

¹ Please enter name organisation submitting form of tender

² Enter Organisation's address (registered address if a company)

I/We declare that the Tenderer is not a party to any agreement or arrangement under which:

1. the Tenderer communicated the amount of this tender to any other person; and/or
2. any other person was reimbursed any part of its tender cost by the Tenderer or a third party; and/or
3. the Tenderer's prices were adjusted by reference to those of any other tenderer.

I/We understand and accept that the Council is not bound to accept the lowest or any tender.

This tender shall remain open for acceptance by the Council for a period of 6 months from the date of this tender.

PRICING SCHEDULE

Please provide details of the Tenderers Commission Structure, specifying commission amounts to the Council for different thresholds for the volume of annual spend by cardholders:

Volume of spend (after any discount given by Participating Merchant to Cardholder)	Commission (%) payable to Council

I/WE CERTIFY that this is a bona fide offer.

Signature:.....

Name:.....

³Director/Company Secretary/Partner/Sole Proprietor* (*delete as appropriate*)

AND

Signature:.....

Name:.....

Director/Company Secretary/Partner/Witness* (*delete as appropriate*)

³ Where the Tenderer is a company, two directors or one director and the company secretary, must sign this Form of Tender and Pricing Schedule on its behalf stating whether they are a director or the company secretary or where the company has only one director and no company secretary, the sole director must sign and have his/her signature witnessed.

Where the Tenderer is a partnership at least two duly authorised partners must sign.

Where the Tenderer is a sole trader, the proprietor must sign and have his/her signature witnessed.