



Form of tender and confirmations

TRIV2025-08 Office Cleaning Services

Bidders should note there are **3** sections that constitute the Complete Form of tender and confirmation document as listed Below:

FORM OF TENDER
COLLUSIVE TENDERING CERTIFICATE
CANVASSING CERTIFICATE

Examples of Conflicts of Interest

Involvement, in the context of conflicts of interest, may relate to any stage in the commercial lifecycle including preparation and planning, publication, selection and award and contract implementation.

Individuals must avoid placing themselves in a position where there is a conflict between their personal and/or outside interest and their official duties in a procurement and must comply with internal policy relating to gifts, hospitality and conflicts of interest at all times.

Examples of conflicts of interest may include, but are not restricted to:

- If you are a current or previous employee of a company, or have a member of your family, your partner (married, civil partnership or not), your siblings, your children, or any close personal or professional relationships that are an employee of a company, that is seeking to do business with Trivallis Ltd.
- If you, or a member of your family/friends (as set out above), has a financial interest in a company that is seeking to do business with Trivallis Ltd.
- A former employee or director of Trivallis forms part of or is involved in a tender of another bidder.
- A former employee or director of one bidder forming part of a tender or is involved in a tender of another bidder.
- If you, or a member of your family/friends (as set out above), have a financial relationship of any kind with a company seeking to do business with a Contracting Authority.

Trivallis are committed to ensuring transparency and adherence to conflict-of-interest guidelines in all procurement activities. Where actual or potential conflict is identified, then Trivallis will take appropriate measures to prevent or remedy such actual or potential conflicts of interest to ensure equal treatment of all bidders. This could include removing certain individuals from being involved in the procurement.

which may include the relevant bidder to take such reasonable steps that Trivallis require them to take (for example, that they remove certain individuals from being involved in their bid and/or that they enter into an ethical wall agreement).

FORM OF TENDER

1. I/We the undersigned return this Tender and acknowledge and understood each of the supporting annex documentation:

Annex 1 – Articles of Agreement

Annex 2 – Address List

Annex 3 – Contractor Information

Annex 4 – Cleaning and Associated Services Specification

Annex 5 – TUPE Information

Annex 6 – Key Performance Indicators

Annex 7 – Trivallis Standard Terms & Conditions Services (part of Annex 1)

Annex 8 – Trivallis Payment Guidance

Annex 9 – Data protection GDPR updates

Annex 10 – Form of Tender & Confirmations Document (this document)

Annex 11 – Social Value & Wellbeing Impact Document

Annex 12 – Commercial Pricing Response

**Commercial Pricing Document – *Annex 12 - Commercial Pricing Document V3*
13.10.2025**

2. I/We the undersigned return this Tender both acknowledge and understood the proposed contract form as laid out in **Annex 1 - Articles of Agreement Final 14.10.2025.**
3. I/We also accept the form of contract for the delivery of the contract as provided in Annex 1 and propose no changes or amendments to the form of contract in Annex 1.
4. I/We the undersigned return this Tender and acknowledge that we are bound by our proposals submitted and to the requirements laid down in the Invitation to Tender.
5. I/We the undersigned hereby offer to undertake the works and services requested to be provided and performed by Trivallis Ltd in accordance with the Contract in the form provided in the tender.
6. I/We the undersigned agree that this Tender shall remain open to be accepted or not by Trivallis Ltd and shall not be withdrawn for a period six (6) months from the return date, or such longer period as may be agreed with Trivallis Ltd.

7. I/We the undersigned undertake to execute a Contract, for the proper and complete fulfilment of the Programme or any part or parts thereof, as you may in your absolute discretion award to us.
8. I/We the undersigned acknowledge that Trivallis Ltd are not bound to accept the lowest or any Tender it may receive and reserves the right at its absolute discretion to accept or not to accept any tender submitted.
9. I/We the undersigned confirm the following statements:
 - 1 That your proposal is a bone-fide genuine tender submission, and that no collusion or price fixing activities have been undertaken.
 - 2 That no conflict of interest exists between your organisation (and your representatives) in providing the specified services within this document.
 - 3 That pricing will be held for the duration of the contract/appointment.
 - 4 That the bidder is a suitably qualified and experienced contractor.
 - 5 That the bidder can meet the insurance requirements of Trivallis as stated within the PSQ.
 - 6 That the bidder or successful organisation will not be able to novate the contract before the commencement of works and within the first 12 months of the contract.
 - 7 That the bidder can secure a performance Bond or parent company guarantee if requested to do so by Trivallis.
 - 8 That the bidder has agreed to comply with the Trivallis Wellbeing impact initiatives.

COLLUSIVE TENDERING CERTIFICATE

The essence of the public procurement process is that Trivallis Ltd shall receive bona fide competitive Tenders from all Tenderers. In recognition of this principle and in submitting the Form of Tender I/We warrant 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 party.

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

Communicate to a party other than Trivallis Ltd on 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 an/or insurance), enter into any agreement or arrangement with any other party that he shall refrain from tendering or as to the amount of any Tender to be submitted, or offer or agree to pay or give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other tender or the proposed Tender.

In this Certificate:

The word "person" includes any person, body or association, corporate or incorporate.

The phrase "any agreement or arrangement" includes any transaction, formal or informal whether legally binding or not.

CANVASSING CERTIFICATE

I/We certify that I/We have not canvassed or solicited any member, officer, employee or agent of Trivallis Ltd in connection with the award of this Contract for the works 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 prior to the conclusion of the Provider selection process canvass or solicit any such member, employee or agent of Trivallis Ltd in connection with the award of the Framework or any proposed Call Off Contract and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed for and on behalf of the Tenderer:

Signature:

Position:

On behalf of:

Date: