



## Ludgershall Town Council

### Tender Forms for Completion:

#### **LTC, GROUND MAINTENANCE CONTRACT at St James Closed Churchyard**

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## B. CONTRACT VARIATION FORM

Please detail below all matters (Technical, Commercial or Contractual) where you are unable to comply with the requirements laid down in the Invitation to Tender documentation. Sequentially number each point in the first column for ease of reference. If required, take copies of this blank form for additional points of non-compliance. If there are no proposed Contract Variations, please indicate NONE and sign and date the form.

TENDERER:

PAGE \_\_\_\_\_ OF \_\_\_\_\_

Section of Tender Document	Area of Non-Compliance	Extent of Non-Compliance / Alternative Proposal

<b>Signed</b>	
<b>Print Name</b>	
<b>Dated</b>	
<b>Job Title</b>	
<b>Company Name</b>	

**C. FORM OF TENDER**  
**LTC, GROUND MAINTENANCE CONTRACT**  
**at St James Closed Churchyard**

Ludgershall Town Council

In accordance with the Specification and Drawings prepared by or under the direction of: -

Karen Allingham  
 Town Clerk  
 Ludgershall Town Council  
 10-12 High Street  
 Ludgershall  
 SP11 9PZ

March 2026

**Firm Price Tender**

I/WE, the undersigned, do hereby tender to execute and fully complete the whole of the works set forth and described in the Conditions of Contract and Specification in accordance with the terms, conditions and obligations therein contained at and for the firm Price sum of:-

	£	Firm Price
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I/WE hereby agree that this tender will be open for acceptance within three months from date of receipt of tenders.

I/WE, hereby agree to enter into a Contract in the form described for the said sum and to commence the Contract the week commencing 13<sup>th</sup> April 2026, concluding on 28<sup>th</sup> February 2027.

Dated this ..... day of ..... 2026

Authorised Signature .....

Name of firm: .....

Address .....

.....

Tenders for executing the whole of the Works being subject to this Contract shall be made on this form and shall be either posted or emailed to [townclerk@ludgershall-tc.gov.uk](mailto:townclerk@ludgershall-tc.gov.uk) and marked **Grounds Maintenance Contract Tender at St James Closed Churchyard** by the closing date of **12 Noon on Monday 30<sup>th</sup> March 2026**.

The Council does not bind itself to accept the lowest or any Tender, nor to pay any expenses in connection with tendering.

## D. CERTIFICATE THAT THE TENDER IS BONA FIDE

In recognition of the principle that the essence of selective tendering is that the Council shall receive bona fide competitive tenders from all those tendering **WE CERTIFY THAT:**

- 1 The Tender submitted herewith is a bona fide tender, intended to be competitive.
- 2 We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
- 3 We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
  - (a) Communicate to any other person other than the persons calling for these tenders the amounts or approximate amount of the proposed Tender (except where disclosure, in confidence, of the approximate amount of the Tender is essential to obtain insurance premium quotations required for the preparation of the Tender);
  - (b) Enter into any agreement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted; and
  - (c) Offer or pay or agree to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or having caused to be done in relation to any other tender or proposed tender any act or thing of the sort described above.

In this certificate:

“persons” includes any person or body or association or partnership corporate or unincorporated.

“any agreement or arrangement” includes any transaction of the sort described above, formal, or informal and whether legally binding or not.

Signed \_\_\_\_\_ (as in Form of Tender)

Name \_\_\_\_\_

Date \_\_\_\_\_

Company \_\_\_\_\_

Position \_\_\_\_\_

## E. FREEDOM OF INFORMATION ACT

The authority is committed to meeting its responsibilities under the Freedom of Information Act 2000 (FOIA). All information submitted to the authority may be subject to disclosure to a third party in response to a request for information under the Act. The authority may also decide to include certain information in the publication scheme that we maintain under the Act. Tenderers are accordingly required to complete and return Schedule FOIA with their Tender for the purpose of identifying any information included in their submissions that they consider exempt from disclosure under the Act. If there are no proposed Contract Variations, please indicate NONE and sign and date the form.

Section of Tender Document	Area to be considered exempt from disclosure

<b>Signed</b>	
<b>Print Name</b>	
<b>Dated</b>	
<b>Job Title</b>	
<b>Company Name</b>	

## F. CHECKLIST FOR TENDERERS

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in Tender?
1.	The tenderers completed and signed Contract Variation Form (Section B) – evaluation section (Other Tender Documentation to be completed and returned)	
2.	The tenderers completed and signed Tender Form (Section C) – evaluation section (Other Tender Documentation to be completed and returned)	
3..	The tenderers completed and signed Certificate of Bona Fide (Section D) – evaluation section (Other Tender Documentation to be completed and returned)	
4.	The tenderers completed and signed Freedom of Information form (Section E) – evaluation section (Other Tender Documentation to be completed and returned)	
5.	The tenderers completed Checklist of Documents (Section F) – evaluation section (Other Tender Documentation to be completed and returned)	

## G. SUPPLIER FORM

### Successful Contractors:

<b>Please can you complete the form below and <u>return by email on your HEADED PAPER</u></b>		
<b>Type of Works</b>		
<b>Nature of Suppliers Business</b>		
<b>Company Contact</b>		
<b>Company Name</b>		
<b>Company Address</b>		
<b>Company Tel No</b>		
<b>Email address</b>		
<b>Estimated Spend</b>		
<b>Bank Name</b>		
<b>Sort code</b>		
<b>Account No</b>		8 digits long
<b>How Many Staff</b>		
<b>UTR NUMBER</b>		10 digits long
<b>HMRC TRADING NAME</b>		
<b>COMPANY TURNOVER</b>		
<b>Email contact for accounts</b>		
<b>VAT NO</b>		
<b><u>Notes to Contractor</u></b>		
If the work falls within the remit of CIS we need your UTR reference (10 digits long), Contractors should obtain this from the HMRC direct. We require either your company registration number/national insurance number with the additional information we ask from every supplier, i.e. payee details		
for details of the CIS Scheme please visit this site:-		
<a href="http://www.hmrc.gov.uk/cis/index.htm">http://www.hmrc.gov.uk/cis/index.htm</a>		