

## **INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES**

### **ABOUT THESE INSTRUCTIONS**

1. These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Sandy Flatman on 020 8392 5211 if you have any doubt as to what is required or will have difficulty in providing the information requested.
2. Please note that references to the "Authority" throughout these documents mean the National Archives acting through the Keeper of Public Records.

### **CONDITIONS APPLYING TO THIS TENDER**

1. You may not alter any of the documents. Any modification which you think is necessary is to be detailed separately.
2. Tenders may be rejected if the complete information called for is not given at the time of tendering.
3. The address label for the return of your tender is enclosed and must be used. Envelopes/packages should bear no reference to the tenderer by name.
4. Tenders will be received up to the time and date stated. Those received before that date will be retained unopened until then. Please ensure that your tender is delivered not later than the appointed time. The Authority does not undertake to consider tenders received after that time.
5. By issuing this invitation to tender the Authority is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept the whole or any specified part of the tender unless the tenderer stipulates otherwise.
6. Unless otherwise stated by the tenderer, tenders shall remain valid for 3 months from the closing date of receipt of tenders.
7. The Authority reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued by the Head of Procurement. Where amendments are significant, the Authority may at its discretion extend the deadline for receipt of tenders.

8. Where the Authority agrees changes with a tenderer to the proposed contract document, then all such changes will be word processed into the proposed Contract by the Authority. Subject to acceptance, each page of the proposed Contract shall then be initialled by the tenderer who shall sign the Form Of Agreement. This shall constitute a revised offer made by the tenderer to the Authority. There will not be a Contract unless and until a Form of Agreement has been signed by the Authority.
9. Offering an inducement of any kind in relation to obtaining this or any other contract with the Authority will disqualify your tender from being considered and may constitute a criminal offence.
10. Please note that the tender documents contain a Certificate of Bona Fide Tendering; any breach of the undertakings covered under items 1-3 inclusive will invalidate your tender.
11. You will not be entitled to claim from the Authority any costs or expenses which you may incur in preparing your tender, whether or not your tender is successful.
12. The National Archives (TNA) is committed to open government and to meeting its responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to TNA may need to be disclosed by the National Archives in response to a request under the Act. We may also decide to include certain information in the publication scheme which we maintain under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the National Archives should not be taken to mean that TNA accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.
13. Following the award of contract, debriefing will be offered to tenderers.