

EXAMPLE OF CERTIFICATE AS TO CANVASSING

I/We certify that I/We have not at any time before the returnable date of this Tender directly or indirectly canvassed any Member Officer or employee of the Authority concerning the award of the contract for the provision of the Services and I/We accept that any Contractor who directly or indirectly obtains or attempts to obtain information from any such Member, Officer or employee concerning this or any other Tender or proposed Tender for the Services shall be disqualified.

This Appendix is to be signed and returned with the Tender Documents

Signed:

On behalf of:

.....

.....

Date

EXAMPLE OF DECLARATION OF NON COLLUSION

The essence of selective tendering is that the Authority shall receive bona fide competitive tenders from all Contractors 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 by or in accordance with any agreement or arrangements with any other person. I/We also certify that I/We have not and will not at any time before the returnable date of this tender:

- (a) Communicate to any person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence approximate amount of the tender is necessary to obtain insurance premium quotations required for the preparation of the tender:
- (b) Enter into any agreement or arrangements with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offer or pay to give or agree to pay or give any sum of money 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 said work any act or thing of the sort described above.

In the above word “person” includes any person and any body or association corporate or unincorporate; and “any agreement or arrangement” includes any such transaction formed or informed and whether legally binding or not.

This Appendix is to be signed and returned with the Tender Documents.

Signed

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On behalf of

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Date

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EXAMPLE STATEMENT REGARDING RACE RELATIONS

1. Is it your policy as an employer to comply with your statutory obligations under Race Relations Act 1976 and accordingly your practice not to treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in relation to decisions to recruit, train or promote employees? YES/NO

2. In the last 3 years, has any findings of unlawful racial discrimination been made against your organisation by any court or industrial tribunal? YES/NO

3. In the last 3 years, has your organisation been the subject of formal investigation by the Commission for Racial Equality on grounds of alleged unlawful discrimination? YES/NO

If the answer to question 2 is in the affirmative or, in relation to question 3, the Commission made a finding adverse to your organisation -

4. What steps did you take in consequence of that finding (insert on a separate sheet of paper if applicable).

5. Is your policy on race relations set out -

- (a) in instructions to those concerned with recruitment, training and promotion YES/NO
- (b) in documents available to employees, recognised trade unions or other representative groups of employees YES/NO
- (c) in recruitment advertisements or other literature YES/NO

Examples of the instructions, documents, recruitment advertisements or other literature should be submitted.

6. Do you observe as far as possible the Commission for Racial Equality's Code of Practice Employment, as approved by Parliament in 1983 which gives practical guidance to Employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities. YES/NO

I/We hereby confirm that, to the best of my/our knowledge, the information supplied by myself/ourselves is true and accurate.

Signed

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Position for and on behalf of