

## LYCÉE FRANÇAIS CHARLES DE GAULLE DE LONDRES

Invitation to tender

### STRATEGIC COMMUNICATIONS CONSULTANT

**Tender offers can be submitted from: 15 July 2025**

**Deadline for submission: 29 July 2025 at 12 pm**

## Article 1 - CONTEXT, PURPOSE, TENDER TYPE, TENDERERS

### 1.1 Context

This is an invitation to tender from Lycée Français Charles de Gaulle de Londres (the “Lycée”) (<https://www.Lyceefrancais.org.uk/>) .

This invitation is designed to encourage competition among service providers, allowing Lycée Français Charles de Gaulle de Londres to choose the most suitable offer.

The Lycée Français Charles de Gaulle de Londres (hereafter “the Lycée”) is a school placed under the direct management of l’Agence pour l’Enseignement Français à l’Étranger (« Agency for French Education Abroad », otherwise called « AEFE »), a government institution supervised by the French Ministry of Foreign Affairs.

Through the passage of time since its inception in 1915, the Lycée has evolved:

- there are currently in excess of 3400 pupils (aged between 3 and 18, from nursery to Terminale/Y13) enrolled at the Lycée
- the Lycée is composed of several schools, on 4 different sites

Site	Education offered	Address	Specific arrangements
South Kensington (main site)	secondary school (French curriculum + British Section), nursery (Early Years Foundation Stage) & primary school	35 Cromwell Road London SW7 2DG  (Royal borough of Kensington and Chelsea)	
École de Wix	nursery (Early Years Foundation Stage) & primary school	Wix’s Lane London SW4 0AJ (borough of Wandsworth)	site shared with Belleville Wix Academy, and a shared bilingual programme is offered by both schools.
École Marie d’Orliac	nursery (Early Years Foundation Stage) & primary school	60 Clancarty Road, London SW6 3AA (borough of Hammersmith and Fulham)	site shared with Holy Cross Catholic Primary School, and a shared bilingual programme is offered by both schools.
École André Malraux	nursery (Early Years Foundation Stage) & primary school	44 Laurie Road, London W7 1BL (borough of Ealing)	

- pupils of the Lycée follow the French national curriculum, except for those pupils enrolled in the Lycée's British Section, who follow the British national curriculum from Y10 to Y13.
- Bilingualism, multiculturalism and learning are at the centre of Lycée's curriculum. Irrespective of their mother tongue, pupils and families are welcome at the Lycée's schools where the Lycée is offering a pedagogy adapted to each to facilitate a bilingual immersion.
- Around forty nationalities are now represented within the Lycée's community.

The Lycée's communications department is composed of a communications executive, who is responsible for assisting in the implementation of the School's communications strategies (hereafter the "Lycée's Communications Executive").

The Lycée may also use the services of external communications agencies from time to time.

The Lycée wishes to task a communications consultant with delivering a variety of services described in article 1.2 of this Invitation to Tender for a period starting on or around 1 September 2025 and ending on 31 August 2026, and in collaboration with the Lycée's Communications Executive, and/or senior leadership team where relevant.

## **1.2 Purpose and services to be provided**

The purpose of the tendering is to select the best consultant to perform the services described below for a period starting on or around 1 September 2025 and ending on 31 August 2026.

The successful tenderer is expected to provide the services listed below, to enhance the attractiveness of the Lycée, raise the Lycée's profile, and uphold the Lycée's reputation.

### **IMPORTANT CONDITIONS**

#### **LANGUAGES**

The Lycée is a French School.

The French national curriculum, predominantly in the French language, is compulsory for pupils other than those in the British Section, from Petite Section (nursery) to Terminale (equivalent Y13).

The working languages at the Lycée are the French and English languages.

Many internal and external communications of the Lycée are in the French language, or in French and English.

It is therefore essential for the Successful Tenderer to be fluent in written and spoken French and English.

The services listed below will have to be provided in French and/or English, as applicable.

#### **TIMES WHEN THE SERVICES MUST BE PROVIDED**

As the Lycée is a School, it is expected that the consultant will provide services on working school days.

The school calendar is available on the Lycée's website.

#### **PLACE OF PERFORMANCE / PRESENCE AT THE SCHOOL**

The Successful Tenderer will be expected to provide most of the services described in this invitation to tender from the Lycée's premises in London (main site at 35 Cromwell Road, SW7 2DG, where a desk will

be made available to the successful tenderer, and 3 primary schools at the addresses specified in article 1.1 above).

Accordingly, the Lycée will have to request or arrange an enhanced DBS (Disclosure and Barring Service) check for the Successful Tenderer.

Limited remote working may be permitted during certain periods (when no highlight events or other priorities of the Lycée may require a physical presence). No remote working is possible between September to December, or between March and mid June.

**a. Elaborate a communications strategy for sign off by the Lycée's senior leadership team**

- Assessment of the current communications strategy, identification of areas for improvement and proposal to the senior leadership team of a global communications strategy for the Lycée.
- Definition of a communications action plan, identifying the most relevant levers to activate.
- Proposing a media plan structuring the distribution of external communication actions between the various media (print, digital, events).
- Managing strategic communication projects and meetings.
- Monitoring the performance of the Lycée's communication and making necessary adjustments

**b. Overseeing the Lycée's internal and external communications**

- Overseeing the Lycée's internal communication activities, to be implemented by the Communications Executive (Newsletters, Articles, Posters, Wallpapers, Community Announcements, Internal Documents, Brochures, Booklets, Internal Videos, etc.).
- Organising the Lycée's major communications projects and Lycée's highlights (Preparing the return to school in September, first day of school, open days, Shows, Concerts, Educational projects, Sports, Graduation Ceremony, etc.).

**c. Supervision of content creation**

- Collaborative working with the Communications Executive and the School's appointed communications agency (if any) to create compelling content and maintain a clear editorial and visual line.
- Ensuring compliance with the Lycée's brand guidelines including logo usage, font usage and colour palette (see Appendix), and creative and editorial guidelines.

- Establishing communication guidelines for staff and for the communications department.
- constructing and managing social media strategies in close collaboration with the Communications Executive, who is in charge of publication.

**d. Operational management of the production of communication assets**

- Coordination of the entire communications production process (print, advertising, signage, promotional items, etc.).
- Drafting creative briefs for agencies or service providers.
- Launching and monitoring requests for quotes in line with the needs of the Communications Department.
- Negotiating rates and selecting service providers having regard to quality, deadlines and costs.
- Monitoring production, validating key stages and managing the back and forth with suppliers.
- Supervising logistics through to final delivery, ensuring that deadlines, costs and quality are met.

**e. Public relations and partnerships**

- Developing and maintaining relations with local, national and specialist media, as well as with relevant structures (journalists, influencers, partner institutions, etc.).
- Drafting press releases related to the Lycée's key events

**f. Regulations and compliance**

- Ensure compliance with the regulatory framework for pupils' image rights
- Ensure that the processes for verifying and obtaining parental authorisation are properly applied before any content (photos, videos, testimonials, etc.) is captured, broadcast or published.

**g. Ensure the successful operation of the communications department**

- establish and implement processes for the communications department for the long term operation of the department
- report on the successes or failures of the communications' actions, and seek approval of the senior leadership team on suggested plans where necessary.

### **1.3 Tender type**

This invitation is an open invitation to tender; any consultant which is eligible to participate and which can provide the services described in this invitation to tender may submit an offer.

### **1.4 Eligible tenderers**

Participation in this tender procedure is open on equal terms to all consultants, including self-employed individuals and business (including limited companies) based in the UK. Tenderers must have the right to work and operate in the UK.

### **1.5 Subcontracting**

Subcontracting is not permitted.

## **Article 2 - TIMELINE**

### **2.1 Tender opening date**

Tenders can be submitted from 15 July 2025.

### **2.2 Tender deadline**

Tenders will be received up to the submission deadline time and date stated: 29 July 2025 at 12 pm.

It is the responsibility of the tenderer to ensure that their tender is delivered no later than such deadline. Late tenders will not be considered.

### **2.3 Tender Period**

The Lycée requires tenders to remain valid for 3 months from the deadline of 29<sup>th</sup> July 2025.

## **Article 3 - PROCEDURE**

### **3.1 Procedure**

This invitation to tender will be published on the Lycée's website (<https://www.lyceefrancais.org.uk/sinformer/tenders/>)

### **3.2 Further information and amendments**

The Lycée reserves the right to issue supplementary documentation at any time during the tender process to clarify any issue or amend any aspect of this Invitation to tender. All such further documentation that may

be issued shall be deemed to form part of the Invitation to tender and shall supplement and/or supersede any part of this Invitation to tender to the extent indicated.

Where modifications or amendments are significant the Lycée may, at its absolute discretion, extend the tender submission deadline or cancel the tender process and issue a fresh invitation to tender.

### 3.3 Offer submissions

Offers must be submitted by email to the following email address: [admin@lyceefrancais.org.uk](mailto:admin@lyceefrancais.org.uk)

Offers sent in paper format or by email to another address than the email address stated above will be deemed irregular and will not be considered.

#### Article 4 - WHAT SHOULD A TENDERER'S OFFER CONSIST OF?

Offers from tenderers must be written in **English or French**.

Each tenderer must produce a complete file including at least the following documents :

- the Form of Tender appended hereto including bank details
- presentation of the tenderer: the tender must include a cover letter or other document presenting the tenderer, any relevant information pertaining to its financial standing and its general experience and reputation in the communications and education areas.
- A detailed quote for the deliverables requested in this invitation to tender (indicating whether such costs are inclusive or exclusive of VAT) duly completed and signed, indicating the time allocated and charged for such deliverables at the price quoted.
- If available, project portfolio to demonstrate track record, and references of organisations the tenderer currently or previously has provided similar services.
- Description of the tenderer's working methods. It is assumed that the services will be delivered by one individual only. If multiple members of staff are expected to work on the services to be delivered, indicate by whom the services would be provided, and their respective roles. Indicate competences and skills of the Tenderer (and members of staff of the Tenderers if multiple members of staff are expected to work on the services to be delivered)
- indicative number of hours spent on the project, and time allocated per working day, and per month, on, the project. There should also be an indicative mention of working hours spent on the Lycée's premises in the communications department, and any remote work suggested by the tenderer must be described clearly.
- written and spoken languages. Tenderers must demonstrate their proficiency in French and English
- The tenderer's technical offer: Tenderers must provide a detailed description of the services they recommend and wish to provide in order to allow the Lycée to assess the quality of the project (and, in the event the tender is successful, monitor the work progress).

Contractual conditions: a draft legal agreement which takes into account the specifications of this invitation to tender and specifies the rights and obligations of the parties, in particular those on payments, timing and deliverables, may also be provided by the Tenderer. The Lycée will discuss and negotiate amendments to such draft legal agreement in good faith with the successful tenderer and only a legal agreement executed by the Lycée and the successful tenderer will be binding on the parties.

After tender submission, the Lycée may require a tenderer to clarify aspects of their tender in writing. Failure to respond within the time required, or to provide an adequate response may result in the rejection of the tenderer's tender.

## Article 5 - LEGAL AND RELATED CONSIDERATIONS

### 5.1 Response to requests for information

The Lycée reserves the right to disseminate information that is materially relevant to all tenderers, even if the information has only been requested by one tenderer.

### 5.2 Freedom of Information (FOI)

Under French legislation the Lycée is subject to FOI requirements.

Tenderers are to make sure any information that is considered commercially confidential is clearly marked as such. The front page of the document must be clearly marked "*In confidence – not to be circulated*" (and any document, submission or each relevant page of the document must also be marked "commercially confidential"). Information marked as confidential should be limited to that which is genuinely confidential and which may be exempted from disclosure under applicable FOI legislation.

Tenderers are to be aware that any document, submission, proposal or tender that indicates that all of the information provided in it is confidential, without a clear and substantive justification, is unlikely to be acceptable. Tenderers are to also be aware that even where information is identified as confidential and/or commercially sensitive the Lycée may be required to disclose such information in accordance with applicable FOI legislation.

The Lycée shall not be liable for any loss, damage, harm or other detriment however caused arising from any disclosure of information under applicable FOI legislation or other legislation governing access to information.

### 5.3 Transparency

Tenderers are to be aware that the Lycée may publish procurement documentation and contracts on appropriate publically accessible websites. This invitation to tender, the fact that a Tenderer has submitted a bid and any Contract awarded may be published.

### 5.4 Tendering Costs

Tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of proposals or tenders and all future stages of this procurement process.



The Lycée will not be liable in any way to any tenderer or any other person for any costs or expenses incurred by any tenderer or any related party in connection with this procurement process, whether or not the procurement proceeds.

### **5.5 Provision of Further Information by Tenderers Prior to Submitting a Tender**

The Lycée is relying on the information provided by tenderers (including but not limited to financial reports and information concerning the tenderer) for award of a Contract.

If, at any time during this procurement process, there are any changes to the information provided by a tenderer, such tenderer must advise the Lycée as soon as practicable. The Lycée reserves the right to remove the tenderer from this tender process if the changes impact its evaluation in this procurement process.

### **5.6 Right to Cancel or Vary the Process**

The Lycée reserves the right at any time:

- to cancel or withdraw from the procurement process at any stage at no cost or liability to itself;
- to issue or make available amendments or modifications to the tender process during this procurement process in accordance with article 3.4 of the Invitation to Tender document;
- to alter the timetable of any aspect of this procurement including any award of the Contract;
- not to award the Contract as a result of this procurement process and provides no commitment that any legal agreement will be entered into.

### **5.7 Lycée's Right to Reject a Tender and/or disqualify a tenderer**

In addition to its rights set out in the other provisions of this section, the Lycée reserves the right to reject a proposal or tender and/or disqualify a tenderer where:

- a tender is submitted late, is completed incorrectly, is materially incomplete, is submitted in any other format other than using the approach provided in this Invitation;
- the tenderer falls within any ground for exclusion set out in Article 57 of Directive 2014/24/EC at any stage during the procurement process;
- the tenderer is guilty of material misrepresentation or false statement in relation to its tender and/or the process;
- the tenderer contravenes any of the terms and conditions of this invitation to tender
- there is a material change in identity, control, financial standing or other factors impacting on the selection and/or evaluation process affecting the tenderer;
- the tenderer introduces a material change to any commitment or statement contained in any previous submission at any stage of the procurement process.

### **5.8 Tender submission - intellectual property considerations**

It is expected that the ownership of each product and service comprising assets that can be considered as Intellectual Property, including without limitation work created by the Successful Tenderer, including pictures taken by the Successful Tenderer's Executive, visual indicators, distinctive domain names, written materials or other materials that are subject to copyright, trademark, patent, or similar protection (collectively, the "Work Product") will be assigned to the Lycée.

As part of the tenderer's submission, the tenderer is expected to confirm that the Work Product will be assigned to the Lycée, and to clarify which Work Product, if any, will not be assigned to the Lycée, why this is not the case and which rights the Lycée will enjoy, such as (as a matter of example) an irrevocable, royalty free and worldwide licence.

### **5.9 Governing Law**

The procurement process and any contract arising will be subject to English law and the non-exclusive jurisdiction of the English courts.

### **5.10 Disclaimer**

Whilst prepared in good faith, this invitation to tender is intended only as a background explanation of the Lycée's activities and plans. It does not purport to be all inclusive or to contain all of the information that a tenderer may require.

Any persons considering making a decision to enter into contractual relationships with the Lycée following receipt of this invitation to tender is to make their own investigations and their own independent assessment of the Lycée and their requirements for the project, and is to seek their own professional financial and legal advice.

The Lycée:

- does not make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of this invitation to tender;
- does not accept any responsibility for the information contained in this invitation to tender or for its fairness, accuracy or completeness;
- shall not be liable for any loss or damage (other than in respect of losses that cannot be excluded by law including fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

### **5.11 Requirement for an executed legal agreement**

The subject matter of this invitation to tender and the procurement process as a whole shall only have contractual effect when it is contained in the express terms of an executed legal agreement. No statement or matter contained in this invitation to tender or made or undertaken as part of this procurement process is intended or shall be taken or implied as having contractual effect or as constituting a contract, agreement, warranty or representation between the Lycée and any other party.

## **Article 6 - TENDER'S ASSESSMENT - EVALUATION CRITERIA**

As the Lycée will be closed at the time of the tender submissions and will reopen at the end of August, the Lycée will assess all tenders received, in accordance with the evaluation criteria published in this invitation to tender, during the week starting 25 August 2025.

Tenderers must prove their technical and professional capacity to carry out the work subject to this invitation to tender.

They must also demonstrate (a) their proficiency in French and English, and (b) that they are able to provide the services in person in London, and therefore their proximity to the School's offices.

The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most advantageous tender. The tenderers' capability to perform the contract will be evaluated on the basis of the following award criteria and their weighting:

**1** – 40% of the assessment will be based on the **price of services comparative to the services recommended by the tenderer** using the prices indicated in the tenderer's submission, including the quote for services submitted by the tenderer.

**2** – 60% of the assessment will be based on the **quality and technical merit** of the offer, mainly by assessing the elements indicated in the tenderer's submission, but also on the tenderer's **general experience in the communications and education sector**, their **knowledge of the Lycée or French schools in London or abroad** and their understanding of the Lycée's **needs**, and whether the tenderer will have adequate **capacity** at the relevant time, and **ability** (including having regard to their language skills and ability to perform the services on site at the required times).

By issuing this invitation to tender the Lycée is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

If, after the tender deadline, having assessed all tenders received for this invitation to tender, the Lycée has, in accordance with the evaluation criteria published in this invitation to tender, identified a successful tenderer, the Lycée will award the contract to such tenderer.

If, after the tender deadline, having assessed all tenders received for this invitation to tender, the Lycée requires additional information to identify a successful tenderer in accordance with the evaluation criteria published in this invitation to tender, the Lycée will contact the relevant tenderer(s) that has/have submitted a tender before the tender deadline, to provide further clarification.

## Article 7 - BUDGET

The Lycée will only consider submissions that are under the equivalent of EUR 100,000 inclusive of taxes (£84,960 with an exchange rate of 0,8496).

## Article 8 - SUCCESSFUL TENDERER, CONTRACT AND CONTRACT DURATION

### 8.1

**8.2** The Lycée will send a letter to the successful tenderer (hereafter the "Successful Tenderer") informing such successful tenderer of the contract award decision. The Lycée may suggest minor adjustments to, or opt out of, certain of the Successful Tenderer's recommendations.

The Lycée will also contact other tenderers to inform them that their tender was not successful.

### **8.23 Contract subject to entering into a legal agreement**

The Successful Tenderer will be required to enter into a formal written contract (the “Agreement”) with the Lycée taking into account the specifications of this invitation to tender, the submission made by the tenderer, and specifying the rights and obligations of the parties, in particular those on payments and performance (including timing and deliverables).

The Lycée reserves the right to opt out of certain services offered by the Successful Tenderer.

The Lycée and the Successful Tenderer must negotiate such legal agreement in good faith, starting from the draft agreement provided by the Successful Tenderer.

### **8.3 No Delay in performance**

The timing of the services to be provided by the Successful Tenderer will be of the essence.

### **8.4 Contract duration**

The contract will commence on 1<sup>st</sup> September 2025 or the date agreed by the Successful tenderer and the Lycée in the Agreement.

The Agreement will terminate a calendar year later.

## **Article 9- BILLING & PAYMENTS**

Services provided by the successful tenderer will be invoiced to the Lycée in accordance with the terms of the Agreement to be entered into between the successful tenderer and the Lycée.

## **Article 10 – PERSONAL DATA PROTECTION - DATA CONTROLLER**

Under this tender process, the data controller is, under the Data Protection Act 2018, the Lycée Français Charles de Gaulle de Londres and the data subject is the tenderer.

The following privacy statement applies:

LYCÉE FRANÇAIS CHARLES DE GAULLE DE LONDRES

PRIVACY STATEMENT

for processing of personal data in the context of tender processes

### **1. Controller**

Processing operations are under the responsibility of the Lycée Français Charles de Gaulle de Londres (the “Data Controller”), who can be contacted at [dpo@lyceefrancais.uk](mailto:dpo@lyceefrancais.uk)

### **2. What personal information does Lycée Français Charles de Gaulle de Londres collect, for what purpose, and through which technical means?**

a. Types of personal data

Personal data collected and further processed concern individuals representing the tenderer or tenderer's staff (natural persons).

Information can relate to the following data, depending on whether:

- 1) The data subject is representing a tenderer participating in the tender process:
  - name;
  - address;
  - phone number;
  - e-mail address;
  - job title;
  - Signature
- 2) The data subject is an employee of a tenderer participating in the tender process, and their personal data are included in the tender:
  - Name, address, phone number, e-mail address;
  - Copy of a passport or national identity card;
  - Signature (if used);

b. Purpose

Upon reception of a tenderer's expression of interest or tender submission, the personal data of a data subject is collected and further processed for the following purpose:

- to evaluate the eligibility of economic operators to participate in the tender process;
- to evaluate the content of tenders and proposals submitted during the tender process with the view to awarding the contract and enter into a legal agreement;
- to manage the execution of the legal agreement in all its modalities, including the provision of services and payments.

c. Technical means

The personal data of a data subject is provided by submission of your expression of interest or tender. Processing of data is not automated, intended to form part of a filing system.

Data is stored both in electronic format as paper files as follows:

- electronic data, such as evaluation notes/reports and award decisions, are stored on the Lycée Français Charles de Gaulle de Londres' IT infrastructure;
- paper copies of the tenders, evaluation notes/reports and award decisions as well as signed legal agreements are kept in the Lycée Français Charles de Gaulle de Londres' and *Agence pour l'Enseignement Français à l'Étranger's* Administration department.

**3. Who has access to your personal data and to whom is it disclosed?**

For the purpose detailed above, access to your personal data is given to the following persons:

- Personnel of the Lycée Français Charles de Gaulle de Londres participating in tender procedures;
- In case of litigation, including for contractual liability claims, data may be transferred to courts of justice or to a mediator appointed by the parties, or to an external legal advisor, if requested;
- Members of the public: in case you are awarded a contract by Lycée Français Charles de Gaulle de Londres, your personal data may be made public, owing to freedom of information obligations.

#### **4. How does the Data Controller protect and safeguard the data subject information?**

Personal data is kept for five years from the date on which a tender contract is awarded.

Personal data contained in supporting documents shall be deleted where possible when those data are not necessary for budgetary discharge, control and audit purposes.

All Lycée Français Charles de Gaulle de Londres personnel have been informed about confidentiality in processing personal data.

To ensure security of processing data the Data Controller also provides:

Physical security: access to the relevant offices at Lycée Français Charles de Gaulle de Londres is restricted. Access to the server room where data is stored is restricted to Lycée Français Charles de Gaulle de Londres' IT personnel. Paper copies of the tenders, evaluation notes/reports and award decisions as well as the original signed contracts are stored securely.

Logical security: access to computers is done via a system of personal login and password, updated regularly and meeting specific security criteria (minimum number of characters, impossibility to re-use a password used previously etc).

Staff security: access to the data is restricted to Lycée Français Charles de Gaulle de Londres personnel who are involved in the tender procedures.

#### **5. How can the data subject verify, modify or delete its information?**

In case the data subject wishes to verify which personal data is stored by the Data Controller, have it modified, corrected, or deleted, the data subject may make use of the following email address: [dpo@lyceefrancais.org.uk](mailto:dpo@lyceefrancais.org.uk), by explicitly describing their request. Any correction of personal data will be taken into consideration from the data protection point of view. Identification data of individuals can be corrected at any time. In the context of tender processes, factual data can only be rectified or updated up to the submission deadline for the tender process in question. Information that would change the nature of the tender cannot be changed after the submission deadline since this would compromise the award procedure. Special attention is drawn to the consequences of a request for deletion, as this may lead to an alteration of the terms of the tender and may be refused.

## Appendices : Form of Tender , Logos and colour Palette

### I. Form of Tender

#### FORM OF TENDER

## STRATEGY COMMUNICATIONS CONSULTANT

Tenderer name:

## Article 1 – IDENTIFIERS

### 1.1 Object of the contract

The object of the contract is the provision of services described in Section 1.2 of the Invitation to Tender.

It is concluded for a period of one calendar year starting on 1<sup>st</sup> September 2025.

### 1.2 Contracting Authority awarding the contract

Lycée Français Charles De Gaulle de Londres  
35 Cromwell Road  
London SW7 2DG

### 1.3 Representative of the Contracting Authority

Proviseure, Ms Catherine Bellus-Ferreira

## Article 2 – TENDER COMMITMENT

I, the undersigned (last name, first name):

acting in the name and on behalf of: (full title and legal form of the company)

phone number: E-mail:

having its registered office at: (full address)

UTR/Companies House registration number (or other identification):

After having read the Invitation to tender, which I declare to accept without modifications or reservations,

**Tender** for the above contract in accordance with the specifications and conditions referred to in the invitation to tender at the prices quoted,

**Confirm** that this tender fully complies with the specifications of the invitation to tender,

**Confirm** that this tender remains open for acceptance for 3 months from the submission deadline date,

**Understand** that the Contracting Authority does not bid itself to accept the lowest or any tender submitted in response to the invitation to tender, and may accept the whole or part of any tender,



**Understand** that if my tender is successful a formal agreement will need to be prepared and executed,

**Understand** that if my tender is successful the Contracting Authority may suggest minor adjustments to or opt out of certain of my recommendations,

**Understand** that the acceptance of any tender will be on the basis of the published evaluation criteria,

**Understand** that the Contracting Authority reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders,

**Request** that, if my tender is successful and I subsequently enter into a formal agreement with the Contracting Authority, the Contracting Authority settle the sums due for the services to be provided under such formal agreement as and when they fall due by crediting the amount to the following account:

Beneficiary:

Beneficiary's Bank account:

Sort code:

Branch code:

Account number:

IBAN:

SWIFT/BIC:

**Warrant** that I have all the requisite corporate authority to sign this tender

At, \_\_\_\_\_, the

**Name:**

**Signature** (following the words "Read and approved") a

## II. Logos and colour palette

### COLOUR PALETTE



## LOGOS

