**To: gkirkham@tmet.uk**

**Attn: Gail Kirkham**

Dear Sir/Madam,

***Re: The Mead Educational Trust – Payroll & HR platform ITT***

We have reviewed the information contained in the associated Invitation to tender and related documents, and subject to agreed terms and conditions we the undersigned hereby offer to:

* Provide services as detailed in said documents, at the prices quoted;
* Enter into any subsequent contractual relationship based upon said documentation, if successful.

Please see attached our full bid documentation.

We certify that this is bona fide bid, and that this scope and price have not been communicated to any parties other than yourself or your nominated representatives.

We also confirm that this scope and price has not been arrived in collusion with any other parties other than any stated in our bid response, and we undertake that we will not perform any such action throughout the entire tendering process, unless directed to do so.

We also confirm that we have and will not canvass any client representative or organisation in relation to this or any other tender.

We understand that you are not bound to accept the lowest or even any tender received, and may accept part of any tender response at your discretion.

We agree to bear all cost incurred by us in connection with the preparation and submission of this Tender and to bear any further costs incurred by us prior to the award of any contract

This tender is valid for a period of 90 days from the tender return date, as stated in the Invitation to Tender.

Yours faithfully,

Signed (name)

On this date (date)

In the capacity of (position)

For and on behalf of (organisation)