

# BID SUBMISSION SHEET

Date: .....  
Tender No: .....

To the Chairman of Legal Aid Commission

We, the undersigned, declare that:

1. We have examined and have no reservation to the Bidding Documents.
2. We offer to supply in conformity with the Bidding Documents and in accordance with delivery schedule specified.
3. The Total price of our bid, excluding any discounts offered in (4) below, is ..... (Insert the total bid price in words and figures, indicating the various amounts and the respective currency)
4. The discounts offered are:  
  
Discounts: If our bid is accepted, the following discounts shall apply..... (specify in detail the percentage discount offered)
5. Our bid shall be valid for a period of ninety (90) days from the date fixed for the bid submission deadline in accordance with the bidding documents, and it shall remain binding upon us and may accepted at any time before expiration of that period.
6. If our bid is accepted, we commit to obtain a performance security in the amount of ..... (Specify in percentage) percent of the contract price for the due performance of the contract.
7. We are not participating, as bidders, in more than one bid in this bidding process.



- 8. Our firms, its affiliates or subsidiaries', including any subcontracts or suppliers for any part of the contract, has not been declared ineligible by the government.
- 9. We understand that this bid, together with your written acceptance therefore included in your notification of award, shall constitute a bidding contract between us, until a formal contract is prepared and executed.
- 10. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

**Important Notice**

11. *Nothing in the advertisement shall be construed to be a commitment on the part of the Legal Aid Commission. The Legal Aid Commission is not bound to accept the lowest priced Tender or all or any part of the Tender and reserves the right to select the successful Vendor as it sees appropriate. The successful Vendor will be notified formally, in writing. The Commission reserves the right to negotiate or enter into discussion with any of the vendors. The decision of the Legal Aid Commission is final.*

Name .....

Company's' Name .....

Designation .....

Signature .....

Date.....

Company stamp