

Invitation to tender for Broadcaster Magazine

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Part A – Employers Information

1. Introduction

Broads Authority ('the Authority') is seeking a suitably qualified and experienced contractor to supply production, print and advertising sales for its annual visitor magazine 'Broadcaster'.

The Broads Authority conserves and enhances the natural beauty, wildlife and cultural heritage of the Broads National Park and promotes opportunities for the understanding and enjoyment of the Broads by the public. It also protects the interests of navigation and is the planning authority for the area.

The Authority has produced a visitor magazine annually since 1994. This year's edition can be viewed online

https://issuu.com/countrywidepublications1/docs/broadcaster_2026?fr=xKAE9_zMzMw

Broadcaster is highly regarded, and is the only comprehensive publication for visitors to the Norfolk and Suffolk Broads. We know from our hire boat survey that around 75% of holiday motor boat hirers receive a copy, and it gives both land and water-based visitors a wealth of information that would not be accessed online – including safety information. It is printed on newsprint paper (specification below). In 2026 there were 90,000 copies produced and we receive delivery at least three weeks before Good Friday or 1 April, whichever is earlier. It is distributed by our ranger team and volunteers throughout the holiday season.

Broadcaster is an essential tool for Broads businesses to promote themselves and give visitors required information. The Authority works with the Visit the Broads destination management organisation to showcase the vast tourism and leisure opportunities in the area. There are currently around 90 members. Visit the Broads has eight pages, as a type of supplement, in the Broadcaster. It supplies the copy and photos for these pages.

1.1. Timeframe

The contract will commence on 1 October 2026 and is expected to be completed by 1 April 2029 (to cover 3 annual editions). The initial contract will be for a 3-year term with the option to extend for up to a further 24 months.

1.2. Project Manager Contact details

Any questions regarding these documents and the specific requirements of the Authority must be made in writing by emailing queries to Rob Leigh, Head of Communications, rob.leigh@broads-authority.gov.uk.

2. Insurance requirements

The Authority expects the successful tenderer to hold adequate insurance. For this contract it is expected that this will include:

Insurance Type	Minimum level of indemnity
Public Liability	£5,000,000
Employee Liability	£5,000,000

Where a tenderer does not currently hold the requested level of insurance the cost of this can be added to your tender. If the contract is awarded on this basis confirmation will be required that it has been put in place for the duration of the contact.

3. Form of Contract and Conditions

- 3.1. The form of agreement is for services related to the production of Broadcaster. A copy of which can be found in section 11.
- 3.2. All communications and instructions between the Contractor and the Employer are to be made through the Project Manager, or persons named by the Project Manager.

4. Specification

- 4.1. **Advertising.** Seeking advertisements from Broads businesses (2026 advertisers can be seen in the online edition). Checking advertisement artwork is compliant with printing requirements, and Broads Authority requirements (see *Broadcaster advert guidelines*). No more than 35% of Broadcaster to be advertisements. The Authority does not expect to receive any of the revenue gained from advertising. All advertisement administration, including billing and debt collection would be the responsibility of the production company

4.2. Broadcaster advert guidelines

Advertising will not be accepted from businesses offering products or services that may reasonably be perceived as immoral, political, offensive, discriminatory, harmful, or otherwise inconsistent with the values and standards of a public authority. We reserve the right to decline any advertisement at our sole discretion.

Adverts should be for places in Norfolk or Suffolk, with a preference for places within the Broads National Park or within about 30 minutes' drive of the Broads National Park.

We do not accept adverts containing the following:

- featured images where people on small trip boats are not wearing life jackets
- featured images where people are not wearing life jackets and it is not clear that their boat is stationary
- featured images where boats appear to be speeding
- featured images that appear to promote drinking of alcohol whilst in control of a boat or taking part in other water-based activity

- featured images that appear to promote activity contrary to the safety advice published by the Broads Authority

If people are paddleboarding within featured pictures, we can only accept adverts where they are wearing safety tethers and personal flotation devices (buoyancy aids or life jackets).

If people are on deck on boats or using canoes and kayaks on the water within featured pictures, we can only accept adverts where they are wearing personal flotation devices (buoyancy aids or life jackets) and there are no feet or hands in the water.

The Authority should be consulted on any advertising content that may present a safety concern.

Previous advertisers must confirm or update their details if they appear on the visiting map or the boating map.

All staff working on the contract must be aware of these guidelines.

- 4.3. **Printing.** Seeking the most suitable and economical UK printing company to meet the printing specifications (see below)
- 4.4. **Content.** Taking the text and photos etc supplied by the Broads Authority and laying out, following previous design and branding. Working in advertisements as gained, in the previous year's design style. Taking text and photos supplied by Visit the Broads (the Broads businesses organisation) and laying out to produce a 'supplement' within the Broadcaster. Then supplying proofs to Visit the Broads and Broads Authority to check and suggest amendments. Supplying multiple proofs of whole publication for the Broads Authority to check and suggest amendments.
- 4.5. **Creating and supplying a digital version for upload to the internet**
- 4.6. **Arranging delivery of the pallets to Broads Authority storage.** Delivery (with good advance notice of ETA within specified times on the day) to Broads Authority (two containers), Buttle Barn, Clint Street, Ludham, Norfolk NR29 5PA. Please note, it is not possible to use an articulated lorry at this location.
- 4.7. **Production schedule** (BA = Broads Authority) and **print specification**
 - Initial ideas and info – early autumn onwards **BA**
 - General liaison and planning meeting if required – Oct onwards **BA/Production company**
 - Printing quotes – Oct: 90,000 copies **Production company**
 - Content production – Oct onwards **BA**
 - Advertisement sales, including all liaison with advertisers over artwork and other relevant matters – autumn-winter **Production company**
 - Liaise with Visit the Broads – winter **BA and Production company**

- Supply content – Jan: text, images, maps, tables, logos, events listings, pages produced by BA and supplied as pdfs/InDesign files (usually pp1-3, Boating Basics pages, Puzzleland page) produced by BA and supplied as pdfs/InDesign files (usually pp1-3, Boating Basics pages, Puzzleland page) **BA**
- Arrangements for packing and delivery – Jan **BA and Production company**
- Supply proofs – Jan-March, as required, usually rough proofs for layout as required,
- proofs of editorial as required, proof with initial adverts, proof with all adverts, final proof **Production company**
- Printing – early March (or earlier if Easter is early) **Production company**
- Delivery – early-mid-March (or earlier if Easter is early) **Production company**
- Supply page-turning Broadcaster online link – March-April **Production company**
- Review meeting if required – summer **BA and Production company**

Print Specification

Heatset printing (in the UK only)

Trim size: 350 x 275 mm

Extent: 56pp Self-Cover

Repro: From print ready PDF files supplied

Proofing: On-line proof approval of digital files

Printing: 4 colour process throughout

Material: 52gsm Improved Newsprint

Finishing: Fold, wire-stitch two wires and trim to finished size

Packing: Plastic strapped into bundles of 50 – then on to approximately 17 pallets

Delivery: In bulk to one UK address (not on articulated lorry)

Quantity: 90,000

- 4.8. **Other considerations.** We appreciate that your tender will be based on current printing costs and these may change before the printing of Broadcaster. If successful in gaining this contract the Authority will wish to see the current and any future printing quotes. It is essential, for safety reasons, that the Broadcaster is distributed before the Easter holidays. The Authority needs to be assured that the company awarded this contract has the staff capacity and skills to thoroughly complete this production on time. Please supply a list of your staff and their job titles.

5. Contract management

In order to ensure that the contract operates in a successful and efficient way, as well as delivering all outcomes described in this specification to the correct standards, the contractor will be required to communicate on a regular basis throughout the production, print and delivery processes. Once each edition is delivered, an annual review will take place to refine the processes and make improvements for future editions.

6. Tender submission

All tenders must be returned to the Broads Authority as per the instructions below and arrive not later than 17:00, 1 September, 2026 Tenderers should note that the questions and responses raised during the clarification period will be anonymised and shared with other Tenderers on the Authority's website.

Contact by any person acting in the name of the prospective contractor with any employee of the Authority other than those mentioned in this ITT will be grounds for the Authority to terminate the tender process for that supplier.

Tenders must be returned to: tenders@broads-authority.gov.uk

Email subject must read "Invitation to tender for "

Do not copy in the person named in section 1.2 as this will invalidate your tender.

Please note that this mailbox is not monitored and will only be reviewed after the closing date. Suppliers will receive an automatic notification to confirm receipt.

No extensions to the closing date for Tenders can be granted. However, the Authority may at its discretion extend the closing date and time specified.

The Authority will not accept any responsibility if any tender is unable to be submitted by the deadline unless it can be evidenced that there is a problem with the Authority's IT system.

Qualified tenders or tenders bearing any unauthorised alteration or addition to the form of tender or any other tender documents may be rejected by the Authority.

7. Tender timetable

The following dates are applicable to this tender:

Activity	Estimated Dates
Publication of Invitation to Tender	21 July 2026
Clarification period starts	21 July 2026
Clarification period closes	31 July 2026
Deadline for the Authority to publicise responses to Tender Clarification questions	07 August 2026
Deadline for submission of Tender	17:00hrs, 01 September 2026
Notification of successful/unsuccessful tenders	8 September 2026
Start of standstill period	8 September 2026
Contract Commencement	1 October 2026

This timetable is indicative only. The Authority may amend at its discretion.

8. Evaluation of Tenders

Tenders will be evaluated using a method known as MAT (most advantageous tender). A panel of the Authority' Officers will undertake the evaluation process. The Authority will consider both quality and price in the evaluation of tenders. These reflect the relative importance and are scored as follows:

Criteria	Maximum Score Available
Price (excluding VAT)	50
Quality of similar publications (at least 3 examples to be supplied)	20
Capacity to meet production/delivery stages	10
Proven experience in Tourism/Visitor Economy	10
Appropriate/realistic advertising rates (rate card to be supplied)	10
Total	100

The full evaluation methodology breakdown and the factors to be considered in judging the award criteria are set out below.

Price - The calculation that will be used is as follows:

Score = Lowest Tender Price/Tender Price x 50 (maximum mark available)

Quality of similar publications – At least 3 examples to be supplied. Quality of design is a key factor.

Capacity to meet production and delivery stages – Detail of staff assigned to the project to be supplied (including advertising sales). Where this is within the Authority's deadline the maximum score will be awarded. For each week past this date the score will be reduced by 3.

Experience in Tourism Industry – Examples of work within Tourism/visitor economy sector, either through similar complex printed publications or other materials (including online).

Appropriate/realistic advertising rates – Advertising rates must be supplied and evidence of revenue targets reached for similar projects.

The Potential Provider that achieves the highest total score will be awarded the Contract.

If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the Price element will be deemed the winner and awarded the Contract.

If the Authority receives only one Tender, the Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of 70.

No tender will be considered unless the potential supplier has submitted a full proposal including the completed forms in Part B within this tender document.

The Authority will advise each Tenderer whether its tender has been successful or not. Once the standstill period has passed the successful tender will be recorded on Contracts Finder.

9. General requirements

This document is split into two sections Part A, the Broads Authority (Employer) information on the tender and Part B, the information required from prospective Tenderers. **Tenderers must comply with these instructions.** They are designed to ensure that all tenders are treated equally and fairly and to comply with all legal requirements for public sector procurement. Failure to comply with these instructions and conditions may invalidate your tender.

The Tender documents are and shall be the property of the Authority and will not be copied or reproduced in whole or in part, save as is necessary to enable you to complete the Tender and must be returned to the Authority when requested to do so.

10. Procurement process and tender procedures

10.1. Tenderers' responsibilities

All tenderers are required to read these instructions before submitting a tender as referred to below. The Authority will assume that Tenderers are fully aware of the contents of these instructions and that unless queries are raised by Tenderers they are fully satisfied and have no queries upon them. The Authority will not entertain any claims for compensation arising from the neglect or failure of any Tenderer to comply.

Information supplied to Tenderers by the Authority is supplied for general guidance only. Tenderers must satisfy themselves by their own investigations about the accuracy of such information and no responsibility is accepted by the Authority for any inaccurate information obtained or for any loss or damage of whatever kind and howsoever caused arising from the use of such information.

It is the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tender. All works of investigation and preparation of tenders shall be carried out at the Tenderers' cost.

The Invitation to Tender and any other information issued by the Authority relating to the services shall be treated by you as confidential and shall not be disclosed in whole or in part to any third party without the prior consent of the Authority other than for obtaining sureties, guarantees or quotations.

10.2. Pricing

Tenderers shall provide fixed price annual rates in relation to the contract. Prices are to include staff time, design, print, advertising sales and administration, delivery of online and printed copies. All overheads and profit charged to this contract to be included in these prices. Prices are to be exclusive of VAT.

Tender prices will remain fixed for the first year of the contract period and thereafter may be subject to an adjustment on the anniversary of the commencement date of the contract to reflect changes in labour, and materials costs (the Adjustment Percentage). The contractor must make written application with evidence to the Authority at least 8 weeks prior to the anniversary of the commencement date regarding any proposed upwards or downwards adjustment to the rates. Application for upward adjustments will be capped using the CPI taken at the immediately preceding September with the contract commencement date as the base start date.

10.3. Basis of the Tender

All prices quoted in the tender and any supporting documents must be in pounds sterling and must be exclusive of VAT and must include the cost of delivery, packaging, and any additional related costs to the place(s) specified by the Authority. If requested the Authority will return packaging at the Tenderer's expense.

The tender price must reflect any costs associated with Coronavirus mitigation measure needed for the safe delivery needed for the Broadcaster contract to be fully compliant with current Government guidelines.

Tenderers are required to keep tenders and prices valid for acceptance for a period of 60 days from the closing date for receipt of tenders. A Tender with a shorter validity period may be rejected.

The Tenderer shall bear all costs expenses and liabilities incurred in connection with the preparation and submission of the Tender.

10.4. Arithmetic accuracy of the Tender

If the Authority suspects that there has been an error in the pricing of the Tender it reserves the right to seek such clarification as it considers necessary from the Tenderer only.

It is the responsibility of the supplier to check that all unit rates and other information entered in the cost templates are accurate. If any errors in the unit rates or in the totals are detected the tenderer will be afforded the opportunity to either:

- to confirm in writing and accept the error if it is in the Authority's favour; or

- to correct the error(s) and to revise the tender downwards. Any revisions must be confirmed in writing; or
- to withdraw the tender. This must be confirmed in writing.

Any item for which no unit rate is entered in the appropriate column will be treated as if it is free of charge.

10.5. The Tender

The Tender shall be submitted in accordance with these Instructions to Tenderers. The Authority may reject any tender not complying in any particular matter and its decision in that regard shall be final.

All relevant tender forms for completion can be found in Part B on pages 16 to 20, shall be signed and submitted with all other documents comprising the Tenderers Tender.

The Authority reserves the right to amend any information or the Specification contained within the invitation to tender at any point prior to the award of contract. Such amendments will be notified to the contractor within a period of 5 days.

The Authority reserves the right not to award a contract subsequent to this tender and may accept or reject the whole or any part of a tender. The Authority does not bind itself to accept any tender and will not accept responsibility for any expense or loss which may be incurred by any potential supplier in the preparation of the tender.

The Authority reserves the right to make all or any bids received available for inspection by the Office of Fair Trading or any other regulatory body.

Any Tenderer who:

- fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than the Authority or, as applicable, relevant other commercial body, the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender; or
- enters into any agreement or arrangement with any other party as to the amount of any Tender submitted; or
- offers or agrees to pay or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission,

- may (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified from this procurement exercise.

10.6. Freedom of Information Act

The Authority is bound by the provisions of the Freedom of Information Act (“FOI”) 2000. All information submitted to the Authority may therefore need to be disclosed and / or published by the Authority in compliance with the Act. Any other law, or, as a consequence of judicial order, or order by any court, tribunal or body with the authority to order disclosure (including the Information Commissioner).

If you consider that any of the information included in your Tender should not be disclosed by the Authority please identify it and explain (in broad terms) why. Please also indicate how long you think the information should be covered by a non-disclosure provision.

In terms of FOI information may be exempt from disclosure if it is:

- A trade secret
- Information which is likely to prejudice someone’s commercial interests if disclosed (this could be your interests or the Authority’s)
- Personal data where disclosure cannot be justified in terms of the Data Protection Act 1998
- Subject to an enforceable obligation of confidentiality. (This means that the information should be recognisable as confidential in nature and must not be in the public domain already; it must have been received in circumstances which impose an obligation to maintain confidentiality on the person receiving it; and any unauthorised disclosure would cause you harm.)

You should therefore seek to ensure that those parts of the Tender which you would prefer not to be disclosed fall within these broad categories. The Authority is more likely to resist disclosure and be able to justify non-disclosure of information in response to an FOI request if the suggested non-disclosure items are restricted to these categories. Please note that the Authority reserve the right to disclose if it is satisfied (acting reasonably) that it is in the public interest for the information to be disclosed.

It should be remembered that, even where you have indicated that certain information ought not to be disclosed, the Authority reserve the right to disagree. Even when the Authority agree that the information has been correctly identified, it may nonetheless be required to disclose it or elect to do so in the public interest. Receipt by the Authority of any material marked ‘confidential’ or equivalent should not be taken to mean that the Authority accept any duty of confidence.

In all cases, the Authority may publish (either proactively or in response to a request) the following information:

- The identity of all tenderers
- Overall value of the Contract awarded (or a general indication of the rates applicable under the Contract)
- The value of all tenders received (not necessarily correlated to the identity of the tenderers)
- General performance standards to be achieved under the Contract
- Performance and progress monitoring arrangements; and early completion incentives and penalties for failure to meet targets.

Tenderers should not mark anything as confidential which falls into the above categories.

10.7. Environmental Information Regulations

The Authority is also covered by the Environmental Information Regulations (EIR) 2004 which requires public authorities to make environmental information available, as well as members of the public being entitled to request such information. Similar to the FOI regulations environmental information relating to the tender may need to be disclosed. Further information can be found EIR's can be found on the information the Information Commissioner's Office (ICO) website [What are the Environmental Information Regulations? | ICO](#).

10.8. Counter Fraud, Corruption and Bribery Strategy

The Authority expects the highest standards of conduct from all organisations that have dealings with it. Any partners, suppliers, contractors and other third parties funded by or in receipt of payments from the Authority are required to adopt or abide by the Authority's policies, procedures, protocols and codes of practice, where appropriate, in order to prevent and detect fraud, corruption, money laundering and bribery.

11. Draft Contract

Please refer to the accompanying Draft Broadcaster Contract (Services).

Part B Contractors Tender Information

12. Inclusion in the Tender response

The following documentation must be returned to the Authority (using the Tender envelope label if appropriate) as part of your Tender:

1. Tendered price for the provision of Broadcaster
2. Examples (at least 3) of previous relevant publications
3. Insurance Certification Form
4. Advertising rate card for Broadcaster
5. Signed and completed Certificate as to canvassing
6. Signed and completed Certificate as to collusive tendering
7. Details of the individual posts that would be working on the project

Tender form 1

Name of Tenderer:

Tendered price for the provision of Broadcaster

To: Chief Executive, The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY.

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all aspects to satisfy the requirements of the specification and the draft Contract,

I/we of hereby offer, to provide Broadcaster in accordance with Tender Forms Tender form 1 to Tender form attached. I/we offer to undertake and complete the work in the time period stated for the sum of £ (excluding VAT)

I/We agree that this tender shall remain open to be accepted or not by you and shall not be withdrawn for a period of 3 months from the date for return of this tender.

I/we understand that you are not bound to accept the lowest or any tender you may receive.

Unless and until the formal written Agreement referred to above is prepared and signed, the Tender together with your written acceptance thereof will form a binding Agreement between us.

Signed (1)

Status:

Signed (2)

Status:

For and on behalf of:

Date:

Company registration number or equivalent:

Public Procurement Organisation Number (PPON):

VAT registration number:

Type of organisation: (delete as appropriate) Small and medium enterprise (SME) or Voluntary, community, social enterprise (VCSE)

Tender form 2

Name of Tenderer:

Similar publications produced

To the Broads Authority

Please supply examples of at last 3 similar publications produced

1. Publication 1

2. Publication 2

3. Publication 3

4. Other publications

Tender form 3

Name of Tenderer:

Insurance Certification Form

Third Party Insurance covers to sum of not less than £5 million

Dear Sir

I/We certify and declare that I/we have already have in place with our Insurance Company policies in place for public/employers/product/professional liability in the sum of £5m. I/We attach confirmation from our Insurance Company.

Or

I/We certify and declare that I/we have obtained quotations in order for us to obtain the necessary level of insurance for public/employers/product/professional liability. The additional cost for this is .

The following is the name and address of the Insurance Company (not broker) with whom the Insurances have been affected:

Name:

Address:

Please note: Evidence must be included with this form to prove that such insurances as are required will be affected. Failure to do so will render this Tender invalid.

Tender form 4

Name of Tenderer:

Advertising rate card

Please detail the advertising rates you will charge to businesses.

Proposed maximum ratio of advertising needed for a 64-page publication to enable the price quoted in tender form 1 .

Tender form 5

Details of staff assigned to work on the contract

Name of tenderer:

Please provide details of the individual posts and the respective roles that will be assigned to the fulfilment of the contract.

Tender form 6

Name of Tenderer:

Certificate as to Canvassing

(Invitation to Tender refers)

I/We certify that I/we have not canvassed or solicited any member, officer or employee of the Authority in connection with the award of the tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1)

Status:

Signed (2)

Status:

For and on behalf of:

Date:

Tender form 7

Certificate as to collusive quotation

(Invitation to Tender refers)

To:

The Broads Authority

(hereinafter called "the Authority")

The essence of selective tendering is that the Authority will receive bona fide competitive tenders from all persons 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 or the rates and prices tendered by or under or in accordance with the following acts:

- a) communicate to a person other than the Authority the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain tenders necessary for the preparation of the Tender for insurance); or
- b) enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; or
- c) offer or agree to pay or give any sum of money, inducement 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 for the service any act or omission.

Signed (1)

Status:

Signed (2)

Status:

For and on behalf of:

Date:

