

SECTION 3 - THE TENDER PROCEDURE LOT A

- 1 The Tenderer must complete **ALL** fields requested on the Form of Tender which will form part of the Contract and must **sign and return the Form of Tender with the Contract for Sale together with the documents referred to at 2 b) and 3 of this procedure** in an envelope which is marked Director of Finance and Commerce, Tenders, Central Mail Room, Lancashire County Council, PO Box 100, Preston, PR1 0LD before **10.00 a.m. on Monday 16th November 2026. Tenders arriving after this time will not be considered.** The envelope must be properly sealed and not bear any name or mark indicating the identity of the sender.
- 2 (a) The Tenderer must also pay a deposit of 10% which must be cleared funds before **10.00 a.m. on Monday 16th November 2026** into the Council's account being:

National Westminster Bank Plc, 35 Fishergate, Preston PR1 2AD
Lancashire Council General Fund
Sort Code: 01-67-14
Account Number. 05900824

(b) The Tenderer must provide the Council with a copy of the payment advice from their bank showing the account number, sort code and name of the originating account.
- 3 The Tenderer must provide the Council with relevant identification documentation (in the form attached), this should be a completed and **verified** ID1 form if the Tenderer is an individual and a completed and **verified** ID2 form if a corporate body. The Council may request additional identification information before deciding whether to accept a bid (**The ID forms must be completed properly and verified by a conveyancer or solicitor for the tender to be valid**).
- 4 The Council shall not be liable for the Tenderer's costs in submitting a Tender.
- 5 The Council will endeavour to make a decision on the Tenderer's Tender within 2 weeks of the tender closing date.
- 6 If the Council accepts the Tenderer's Tender the Council will notify the Tenderer of its acceptance by first class post to the Tenderer's address as stated in the Form of Tender. Notification shall be deemed to occur at the date and time of posting. The Council will enclose a certified copy of the Contract with the letter of acceptance.
- 7 The Council will notify those parties whose tenders are not accepted by letter sent by ordinary post (but the Council will not be liable for any omission to do so) and any deposit paid will be returned only to the account referred to in 2 b). The transfer will be at the risk of the unsuccessful parties and no interest will be paid.
- 8 Acceptance of the Successful Tender shall not waive (unless the Council expressly in writing, elects to do so) any outstanding requirements of or failure to comply with the requirements of the Tender Procedure by the Successful Tenderer and the Successful Tenderer shall remain liable to comply with them.

- 9 The purchase shall be completed at the office of the Director of Law and Governance in accordance with the Contract.

Tenderers are reminded that it is their responsibility to ensure that the tender envelope is returned duly sealed and containing the Form of Tender, the Contract and the documents referred to in 2 b) and 3 of this procedure to the address given in the Form of Tender so as to be received by the time and date herein specified and are further reminded that consideration will NOT be given to tenders which:

- **have not been completed correctly**
- **are not received by the said time and date**
- **are expressed to be subject to variations of the Contract**
- **seek to impose additional conditions**
- **full details are not completed on the Form of Tender**
- **incomplete ID forms**
- **unauthorised amendments**