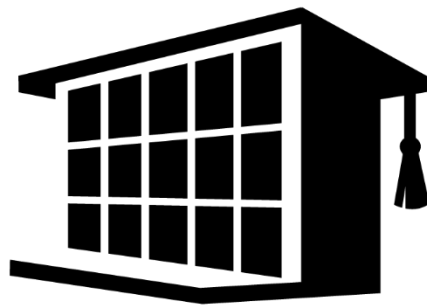


GRADUATE SURVEYORS

TENDER DOCUMENT

February 2018



GRADUATE
— SURVEYORS —

Global recruitment and careers consultancy

DISCLAIMER

The information contained in the Invitation to Tender (“**ITT**”) is furnished solely for the purpose of assisting the Tenderer in making its own evaluation of the Works and the Project. It does not constitute an offer in relation to the Works.

The information contained in the ITT does not purport to be all-inclusive or to contain all the information that the Tenderer and its advisors may require or desire in relation to the Project. The Tenderer should form its own views as to what information is relevant and make its own investigations, projections and conclusions and consult its own advisors to verify independently the information contained in the ITT, and to obtain any additional information that it may require, prior to submitting a Tender.

Neither Graduate Surveyors Limited (the “**Employer**” or “**GS**”) nor its shareholders, directors, officers, members, employees, agents nor advisors shall have any responsibility for the accuracy or completeness of the contents of the ITT (including any opinions expressed) and no representation or warranty, express or implied, is given by any such person as to the accuracy or completeness of such information or opinions.

GS reserves the right, in its absolute discretion, at any stage and without notice, to terminate further participation in the process described in this ITT by any Tenderer, to allow further parties to enter the tender process at any stage, to change the structure or timing of the tender process, to amend the information contained in the ITT or to terminate the tender process itself.

Neither GS nor its shareholders, directors, officers, members, employees, agents nor advisors shall have any responsibility or liability for any costs, expenses or other liabilities incurred by any participants in the tender process.

Each Tenderer is being supplied with the ITT and is being admitted to this stage of the tender process on the basis, and subject to the terms, of the confidentiality undertaking executed by it. The ITT and the information contained therein are confidential and may not be issued, published, distributed or otherwise divulged to any other persons (other than in accordance with such confidentiality undertaking).

With respect to each Tenderer, the terms and conditions of the ITT shall continue to apply to it for the remainder of the tender process.

Tenderer confirms that its receipt of the ITT documents shall be deemed to be acceptance by the relevant Tenderer of the terms set out in the ITT documents and any clarifications issued by GS in relation thereto.

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Appendices

Appendix A – Employers Requirements

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1.0 PROJECT OVERVIEW

- 1.1 **GS** seeks the services of a specialist software vendor to retrofit the current front-end website page and build the back end Electronic Resource Management (ERM) and collaboration system capable of assisting employers and candidates through the recruitment process. (the “**Project**”). The nominated organisation should have internal capability, and should act as a trusted advisor during and through the process in order to successfully execute the project.

GS is looking for a competent, reliable and trustworthy organisation to develop the project, becoming a trusted partner of GS both during and after the project delivery and operation process. The tenderer should demonstrate their ability through relevant examples and documentation.

Benefits of Graduate Surveyors

- Traditional methods of receiving a zillion resumes of different file formats, picking up details and manually entering it into the candidate database is tiring and time-consuming.
- Graduate Surveyors is an online applicant tracking system that makes sure the ends of your hiring process are met.
- It is a form of collaboration platform which will solve a global recruitment problem.
- This Applicant Tracking Software saves you time by automating your tedious manual tasks of sending interview reminder emails to candidates, sending invoices to clients, assigning records to specific recruiters and much more.
- Candidate applicant tracking system (CATS) also integrated with Google business suite and other third-party apps like Microsoft Outlook so that you keep all your recruiting work organized - all from one platform.
- Powerful and Affordable recruitment tool.
- Collect multiple resumes by publishing job openings.
- Mobile ready – you can use Graduate Surveyors app on the go
- Integration with Job boards and social media.

Global Recruitment

- Regulatory body is pushing to promote the industry to young people.
- Gap between those wanting to join the industry and the global opportunities.
- No one company in the world focuses on young people solely.
- Exposing young talent to other markets and regions; vice versa.
- Demographics changing – younger leaders.
- Companies are looking to innovate, become culturally diverse (cross border collaboration).
- Young people are more willing to move and are mobile – less commitment.
- We have already helped people move (India, Dubai and UK)
- Provide lifecycle recruitment services

Careers Consultancy

- The profession doesn't have capability to provide such support
- Young people trust 'Graduate Surveyors' – LinkedIn advice
- Our network online is tailored for this market – 2700 on LinkedIn group and over 10,000 useful connections
- Companies already are 'aware' of who we are – collaboration with RICS.
- We provide bottom up advice based on facts.
- Track record that our advice works.
- We can empathise with young people

- 1.2 By this ITT, GS invites pre-qualified firms (each a “Tenderer”) to submit tenders (each a “Tender”) in accordance with this ITT for the execution of the Works.
- 1.3 The Works shall be carried out in accordance with the terms and conditions stipulated within the contract (as ultimately executed with the successful Tenderer, the “Contract”).
- 1.4 Each Tenderer must submit one Tender, which shall fully comply with all requirements of this ITT.
- 1.5 Tenderers shall explicitly note any **exclusions** within their proposal for the review and convenience of GS.
- 1.6 The project manager for the Project is Shyam Visavadia (the “**Project Manager**”) who shall act for and on behalf of the Employer (GS).
- 1.7 For the avoidance of doubt, where reference is made in this ITT to reports, notices, advice, assistance and information to be given by the Tenderer to GS, such reports, notices, advice, assistance and information shall also be given to the Project Manager if directed by the Employer
- 1.8 Words and expressions used but not defined in this ITT shall have the meaning attributed to them in the Contract. Unless specified otherwise, references to sections, paragraphs and Appendices are references to sections, paragraphs and Appendices of this ITT.

2.0 OVERVIEW OF SCOPE OF WORKS

- 2.1 The successful tenderer (the “**Successful Tenderer**”) shall enter into the Contract with GS and execute the Works.
- 2.2 The Successful Tenderer will become an integral part of the GS team and will be expected to co-ordinate closely and collaborate its work with that of any other contractors and/or consultants engaged by GS.
- 2.3 The Works shall include:
- Retrofit and customise existing front end (landing page) website ensuring that user experience and user interface is in the forefront of design. Some front-end services will need to be linked to payment gateways.
 - Produce corporate video in line with **Appendix A** – Employers Requirements
 - Provide complete back end platform in line with **Appendix A & B** – Software Requirement Specification (SRS).
 - Fully integrated and functional platform which can be used across all devices including but not limited to smartphones, tablets and laptop/PC
 - Integration with employer nominated payment platform and or other (Global transactions)
 - Provide advice on hosting/domains/servers to ensure successful operation and maintenance of platform through and during the project.
 - Fully functional solution demonstrating clear UX and UI throughout.
 - Maintenance/support post completion.
- 2.4 Tenderers should provide cost saving options where possible.
- 2.5 Tenderer should provide milestone dates within a detailed programme clearly demonstrating how they wish to deliver the project.
- 2.6 Tenderer to provide cashflow against each milestone.
- 2.7 Tenderer should make GS aware immediately of any risks or issues during the process which may leave GS adversely affected or impacted.

3.0 SUBMISSION REQUIREMENTS

3.1 Compliance with Instructions

- 3.1.1 The objective of this ITT is to establish a single format to be followed by all Tenderers submitting Tenders and thereby ensure a uniform and impartial evaluation and ranking of each Tender. As such, this ITT also sets forth the ground rules in accordance with which the Tenders shall be completed.
- 3.1.2 The Tenderer must submit its Tender in strict accordance with the requirements of this ITT and provide all information required. In the event that a Tenderer fails to strictly comply with the requirements of this ITT GS reserves the right, in its sole discretion, to immediately disqualify such Tenderer. In the event that it becomes necessary to revise any part of this ITT, revisions will be provided by GS or the Project Manager.
- 3.1.3 Any deviations from the requirements or instructions of this ITT must be clearly indicated and explained by the Tenderer in its Tender. Deviations and modifications are strongly discouraged and GS reserves the right, in its sole discretion, to reject any Tender as failing to be deemed substantially responsive.
- 3.1.4 A Tenderer must respond to this ITT in order to be eligible to be considered for the award of the Contract for the Works pursuant to this ITT. Price to be in Lump Sum (**Appendix C**).
- 3.1.5 All exclusions and clarifications to be listed in a single table for review and consideration. Any exclusions, qualifications, exceptions, clarifications listed anywhere else in the tender return will not be considered and the tender bid will be deemed to comply with the design information issued.

3.2 Intention to Tender

Each recipient of this ITT is requested to advise the Project Manager of its intent to submit a Tender and its agreement to the terms of this ITT by written notice (via e-mail) to **Shyam Visavadia** at Advice@GraduateSurveyors.com to be received no later than on or before **Thursday 1st March 2018**.

3.3 Tender Content

- 3.3.1 Tenders should provide an accurate, complete and concise description of the Tenderer's ability to satisfy (and/or exceed) the requirements of this ITT. Tenders submitted pursuant to this ITT, will be evaluated on a number of criteria but will, ultimately, be determined by GS in its sole discretion.
- 3.3.2 Tenderers should provide a programme clearly highlighting how they will deliver the project (Gant Chart/P6/Microsoft Project format).
- 3.3.3 Tenderer will provide relevant examples/case studies along with their tender demonstrating clear capability and experience.
- 3.3.4 Tenderer should provide a cashflow clearly indicating when relevant milestone payments need to be made in line with programme.

3.4 The Contract

- 3.4.1 The Successful Tenderer will enter into the Contract with GS and the terms of such Contract will mutually agree between parties. The Contract, once executed by GS and the Successful Tenderer, will set out the complete understanding of GS and the Successful Tenderer in relation to the performance by the Successful Tenderer of the Works and all related obligations of GS and the Successful Tenderer.

3.4.2 The executed Contract will contain all commercial and legal terms governing the performance of the Works to be performed by the Successful Tenderer. The Contract, once executed, shall constitute the entire agreement between GS and the Successful Tenderer in relation to the performance by the Successful Tenderer of the Works. The performance of the Works shall commence in accordance with the terms of the Contract following execution unless otherwise instructed by GS.

3.4.3 Payments by GS to the Successful Tenderer under the Contract will be made in **GREAT BRITISH POUNDS (£)** to an account established by the Successful Tenderer at a bank of the Successful Tenderer's choice to be approved by GS.

3.5 Language of Tender

The Tender and all correspondence and documents relating to the Tender shall be written in English.

4.0 GENERAL CONDITIONS OF THIS ITT

4.1 Cost of Tendering

- 4.1.1 The Tenderer shall bear all costs and expenses associated with the preparation, submission, clarification and negotiation of its Tender. Neither GS nor any of its advisors or consultants (including the Project Manager) shall, under any circumstances, be responsible or liable for any such costs, regardless of, and without limitation to, the conduct or outcome of the bidding, evaluation and selection process.

4.2 Sufficiency of Tender

- 4.2.1 The information presented in this ITT is solely for the purpose of assisting a prospective Tenderer in making its own evaluation of the Project and does not purport to be all inclusive or to contain all the information a prospective Tenderer may require.
- 4.2.2 Each Tenderer is responsible for carefully examining all ITT documents including any and all addenda to ensure that the information provided is adequate and clearly understood and that all ITT documents have been received.
- 4.2.3 Each Tenderer shall make its own interpretation of any and all information provided in this ITT and all addenda and shall obtain and verify all necessary data and information including informing itself with respect to all conditions which might in any way affect the cost or the performance of the Works. No relief or consideration will be given for errors and/or omissions contained in this ITT and any addendum, and neither GS, its affiliates, nor any of their respective advisors or consultants (including the Project Manager) is responsible for the accuracy or completeness of such information and/or its interpretation by the Tenderer. In no event whatsoever will GS, its affiliates or any of their respective advisors or consultants (including the Project Manager) be liable to the Tenderer for any information contained in or omitted from this ITT or any addenda.
- 4.2.4 Without prejudice to the above, in the event of an inconsistency discovered by a Tenderer (who shall be obliged to notify its discovery immediately to GS and the Project Manager) or by GS in this ITT, GS (or the Project Manager on its behalf) shall be entitled, in its absolute discretion, to resolve such inconsistency and to issue details of such resolution to all Tenderers by way of addendum. Any failure or delay by GS to issue such an addendum shall not entitle any Tenderer to any relief or consideration or create any liability between GS and any Tenderer.

4.3 ITT is not an offer

- 4.3.1 This ITT is not an offer capable of acceptance and its issue shall not bind GS, its Affiliates, the Project Manager or any Governmental Authority, nor be capable of binding GS, its Affiliates, the Project Manager or any Governmental Authority in any way whatsoever. None of GS, its Affiliates, the Project Manager or any Governmental Authority (nor their respective advisors and consultants) makes any representation whatsoever in respect of the contents of this ITT or whether or not GS will accept any Tender received from a Tenderer (which it may or may not do in its absolute discretion).

4.4 Conflict of Interest

The Tenderer must describe any potential conflict of interest or appearance of impropriety, relating to other clients of the Tenderer, employees of the Project Manager, or employees of GS, that could be created by entering into the Contract and/or carrying out the Works and indicate what procedures will be followed to detect, notify GS of, and resolve, any conflicts of interest.

4.5 Confidentiality

The Tenderer acknowledges that all information relating to this ITT comprises confidential information under the terms of the non-disclosure agreement executed by the Tenderer as a pre- condition to receipt of this ITT.

4.6 Intellectual Property Rights

The sole and exclusive right to any inventions, ideas or discoveries relating to this Tender and subsequent proposal, whether patentable or not, made by the Tenderer in the performance of work under this Agreement shall be the property of GS.

Appendix A

EMPLOYERS REQUIREMENTS

Graduate Surveyors Requirements

Considerations which need to be included

- **Data Protection** - The safety and security of data is our #1 priority. GS facilities should feature stringent 24/7/365 security. Robust network security system employs the latest encryption and intrusion detection/prevention technologies.
- **Back up** – All information is backed up (continuously) tenderer to advise
- **Google Analytics** – tracking and reporting vital information for business development
- **Search Engine Optimisation (SEO)** – maximising traffic to the website
- **Corporate video** - creation of corporate video (refer to page 15)
- **Domain** - by Graduate Surveyors
- **Hosting** - by Graduate Surveyors
- **Content** - by Graduate Surveyors – Tenderer to provide programme showing project timelines for each part of the project. Sufficient detail should be included for GS to provide relevant information within a timely manner.

General Requirement's for platform

- Easy to use, simple and functional website effective UI and UX.
- User interaction which provides tools to help create centralized administration.
- Analytics/Data which can be transferred into Microsoft Excel or Access or other.
- Develop on a platform which is adaptable and updatable for the future.
- The website will be built using responsive design such that it can be viewed optimally on desktops, laptops and smartphones.
- Encompass best solutions through evaluation of competitor websites to create a product which will be in the forefront of technology.
- Value - Cost effective and easy to maintain
- Appeal to millennials and prominent employers – colour scheme should be professional/reflect brand - global online recruitment firm
- Creative, sleek and innovative design
- Use of infographic text/pictures and infographic videos
- Clear and safe payment gateway linked to business account (Barclays UK)
- Website will contain only content in English(UK) language.
- The website is hosted through www.123reg.com
- Website must be fast and loads quickly (we may have thousands of people at one time)
- Options to advertise easily and make changes (incl make payment for certain durations)

Back end

- Application and task tracking feature which takes employer and candidate on a journey.
- Registration with custom fields and social media (simple integration)
- Integration with job boards and social media
- Option for API setting and integration
- Admin has control over entire website
- Logs data into system for Graduate Surveyors use (data is backed up)
- Search, filter and source candidates
- Messages can be sent via employer and candidates
- Forum for candidates to discuss issues/concerns/share/collaborate
- Tags can be added to candidate's profile
- Simple, easy to manage and tracked process
- Issues can be managed with ease/online
- Interactive for user – takes away large content
- Easy to manage candidate and employers back end for Graduate Surveyors team.
- Adding, change and altering the website can be done i.e. adding new logos etc
- All tabs and masters are predefined or automatic
- All statistics are in real time

What features does the Employer need?

- Multiple logins for different users within an organisation (team recruiting – multi locations)
- Elevate your candidate experience by creating a careers page that lists every job opening with complete descriptions and accepts applications for multiple job openings at once.
- Showcase all job openings on your website.
- Manage all your posted job openings from one location.
- Boost visibility for your job openings.
- Directly search for candidates in from your Graduate Surveyors dashboard
- Quickly and easily access profiles
- Find qualified and talented candidates best suited for a job opening.
- Create a careers page that reflects employer brand.
- Get a quick overview of the status of jobs, interviews scheduled and candidates
- Integration with outlook calendars and skype etc for interviews and calls.
- Communication is crucial, especially for employers who hire for multiple candidates.
- Email integration – seamless between current platforms and Graduate Surveyors
- Keep track of all the candidate activities. Through and easy flow
- Schedule calls, interviews and set reminders (notifications) – linked to Outlook and maybe your phone (SMS) or other? – keep notes for each candidate at each stage.
- For quick reference, categorize candidates with custom status, tags and hot/passive starring.
- Combination search and Exact search. It helps you to quickly search the candidate details.
- Visual pipelines (colourful) – Simple and effective (do we offer the employer the opportunity to explore a customizable page?)
- Provide feedback after telephone interview or video interview (this is important)
- Easy to print reports, job descriptions etc to show management or evaluate value of Graduate Surveyors etc.
- Measure and understand key recruiting metrics
 - Where candidates are coming from
 - Where are they
 - Where are they going
 - What are they searching
 - Engagement
 - What activity is generating most interest
 - Custom reports Combination search and Exact search. It helps you to quickly search the candidate details along with the attachment.

What features does the candidate need?

- Use Candidate Log in so candidates can apply for multiple job openings and update their profiles whenever needed.
- Candidate data will automatically be saved onto the candidate database.
- Provide easy view resume which can be printed (we need to agree format)
- Integration with outlook calendars and skype etc for interviews and calls.

What does Graduate Surveyors need?

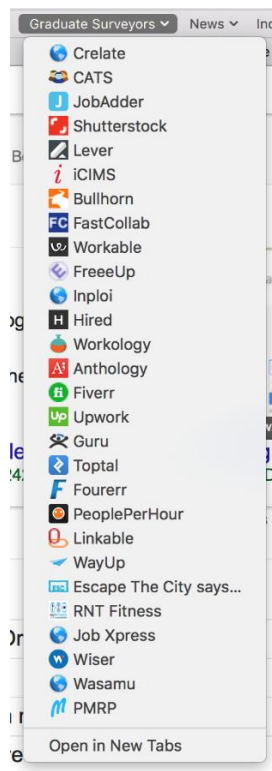
- View and analyse your team's performance trends, so you can create new or tailor existing strategies to speed up the hiring process
- Overall management of the website.
- Analyse if your hiring strategies are working, and if you should re-think your game. And the job openings dashboard gives you a daily report of where you stand.
- Analyse clients' approval or rejection rates, view candidates associated with clients along with their interview status updates
- Get insights about the number of candidates hired, number of positions yet to be filled, and number of positions pending every month.
- Workflow tasks are assigned to Graduate Surveyors when a specific workflow rule is triggered. Compress a set of tasks into a simple click of a button. (We need to mediate – so we should have easy overview of the entire candidate board for all projects)
- Easy way to manage and send invoices to clients. Automatic renewal of membership

- Integration with outlook calendars and skype etc for interviews and calls. (I want my diary to also be populated so I can follow up with candidate client or employer after)
- Quickly calculate fees and generate invoices. Linked to business banking.
- Measure and understand key recruiting metrics
 - Where candidates are coming from
 - Where are they
 - Where are they going
 - What are they searching
 - Engagement
 - What activity is generating most interest
 - Custom reports

Examples of good ERM/Candidate Sourcing website for reference

- <https://www.workable.com/>
- https://hired.com/employers/how_it_works
- <https://www.crelate.com/>
- <https://www.bullhorn.com/>
- <https://www.smartrecruitonline.com/>
- <https://www.inploi.me/>
- <https://freeeup.com/>
- <http://www.fastcollab.com/Recruitment/Applicant-Tracking-System/Applicant-Tracking>

Main Competitors



Words that describe Graduate Surveyors

- | | |
|---|--|
| <ul style="list-style-type: none"> • Emerging talent • Entrepreneurship • Intraprenurship • Millennial • Generation Y • Generation Z • Graduate Surveyors • Professional training and development • Assessment of Professional Competence • Career Planning • Global • Next Generation • People Focused • Resume and Cover Letters • Assessment Centres • Skills and Competencies • Universities • Work Experience • Internships • Ambitious • Inspiring | <ul style="list-style-type: none"> • Optimistic • Work ethic • Integrated • Collaboration • Engagement • Inspirational • Client focus • Integrity • Honest & trusting • Lateral thinking • Go the extra mile • Highest standards • Fulfil your potential • Employers • Graduates • Students • Apprentices • Professional • Experts • Commitment • Success • Motivational • Forward thinking |
|---|--|



Corporate Video – “Draft Transcript” – Subject to change

“So, you’re looking to start your career within the built environment after school or university, and you are very excited about life ahead, those big dreams and ambitions

But. You didn’t realize that you are all alone and totally unprepared

You spend a few weeks searching job sites and sending your email to every company under the sun but you the trouble is you have no work experience and you don’t have any contacts

So, your resume ends up on the wrong desk, in the trash or with 1000 of other CVS. That’s because when you apply for a job, you’re not only competing other grads, but with other experienced professionals from all over the world – and that makes you pretty invisible... employers don’t even know you exist.

WHAT IF THERE WAS A WAY. if you could stand out and become more visible to employers. Well now there is Graduate Surveyors. The first dedicated organization helping young people realize their potential within the world of property, construction and real estate.

Helping students, graduates and young people find the internships, work experience, temporary & full-time jobs

We can also provide guidance, mentor and advise you through and during your career to ensure you succeed within your chosen profession

All you need to do is register on our website, build your profile and register your 2-minute video telling employers why they should hire you.

We than do the rest. By helping you connect to the write CEO’s, HR managers and business owners from your most prominent companies around the world.

You also get alerted when new jobs are posted and you can apply within a click of a button

Employer are hiring throughout the year and they’re looking for candidates with the right personality, skills and motivation to add value to their business and clients. they’re looking for candidates they can train, mentor and trust to deliver exceptional service for them.

So, no more middle men, recruiters, job boards, pointless careers fairs or PA’s. Just instant Facetime with actual decision makers.

We also provide resume and cover letter help, advice on building your professional brand, networking tips and plenty of other material to help you out.

We understand how difficult it may be to get hired and Graduate Surveyors wants to help

So, if you’re feeling alone, lost and or confused – sign up now”

GRADAUTE SURVEYORS

“Inspiring the next generation of built environment professionals”.

Corporate Video – Examples

Look and feel

https://www.youtube.com/watch?time_continue=31&v=i38IBLFv1wQ

<https://www.youtube.com/watch?v=tlb0eAnCzJY>

<https://www.youtube.com/watch?v=f4IIAMpoJSc>

<https://www.youtube.com/watch?v=xV4hnb2XKqc>

<https://www.youtube.com/watch?v=jW4Fdm5nMro>

<https://www.youtube.com/watch?v=kV3GwloNnFg>

<https://www.youtube.com/watch?v=ZydsX1qjoBl>

<https://www.youtube.com/watch?v=vc26oA4ZlrQ>

<https://www.youtube.com/watch?v=iSNpEi2vWXI>

<https://www.youtube.com/watch?v=MW8jwFNNuiE&t=6s>

<https://www.youtube.com/watch?v=UocH5d8nSS4>

<https://www.youtube.com/watch?v=J83rbUDojiw>

<https://www.youtube.com/watch?v=NugRZGDbPFU>

<http://hr.sparkhire.com/infographics/the-evolution-of-job-interviews/>

Voice overs

<https://www.youtube.com/watch?v=aOJ93tAbPP0>

<https://www.youtube.com/watch?v=LhMuEBfOow4>

<https://www.youtube.com/watch?v=HfTUU3ow1E>

<https://www.youtube.com/watch?v=0mVXw0fFkKw>

Appendix B

SOFTWARE REQUIREMENT SPECIFICATION

(Please refer to separate document)

Appendix C

FORM OF TENDER

01 March 2018



**Mr Shyam Visavadia
Graduate Surveyors Limited
United Kingdom**

**Re: Graduate Surveyors Electronic Resource Management and Collaboration platform -
Letter of Tender**

Dear Mr. Shyam Visavadia

This Letter of Tender is furnished pursuant to the Invitation to Tender dated February 2018 ("ITT") and any subsequent addenda issued by Graduate Surveyors Limited and accompanies our Tender in response to the ITT. All capitalized terms used herein shall have the same meanings accorded to such terms in the ITT.

Having examined and being fully familiar with all the provisions of the ITT and any and all addenda and the nature and scope of the contractual obligations to be undertaken by us, we hereby submit our Tender for the execution of the Works.

Tender Offer: £NUMBER (WORDS) (inclusive of VAT)

We certify that the information submitted by us as part of our Tender is complete and accurate in all respects. We hereby agree that our Tender constitutes our firm, irrevocable offer that is binding upon us and will remain valid for the Period of Validity or such later date as may arise as a consequence of the circumstances described in the following paragraph, except as such period may be extended by us at the request of Graduate Surveyors Limited. We accept that such extension may be requested by Graduate Surveyors Limited at its sole discretion at any time.

We understand Graduate Surveyors Limited is not obliged to accept our Tender and may at any time reject our Tender at its sole discretion.

In the event that we are invited by Graduate Surveyors Limited to do so, we agree to negotiate with Graduate Surveyors Limited concerning our requested modifications to the Contract (if any) and do so in good faith, and to execute the Contract in the form thereof agreed upon with Graduate Surveyors Limited during such negotiations.

We confirm that all information and documentation issued to us in respect of the ITT remains the property of Graduate Surveyors Limited and shall be treated as confidential, in accordance with the relevant provisions of the Contract included within the ITT and the ITT itself.

Signature: _____

Print Name: _____