**Form of Offer/Conditions**

**1. Form of Offer**

|  |  |
| --- | --- |
| I (full name in capitals): |  |
| Address: |  |
|  |  |
|  |  |
| Contact Telephone |  |

|  |  |
| --- | --- |
| Contact Email | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

now offer to purchase on the terms set out below and as per bids entered in the table below –

|  |  |
| --- | --- |
| Signed |  |

|  |  |
| --- | --- |
| Dated |  |

Please enter bid information in the blank boxes in the table for the Lots you wish to bid on.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lot | Item | Items in Lot | Number of items being bid on | Bid in £ per Lot or Item |
| 1 | JCB Fast track (1995) | 1 |  |  |
| 2 | JCB Excavator 180 (2010) | 1 |  |  |
| 3 | Beaver Tail Trailor | 1 |  |  |
| 4 | Antony Allan Ltd (Bomb) Trailer | 1 |  |  |
| 5 | Shetland 535 Boat | 1 |  |  |
| 6 | 12ft Sailing Dinghy | 1 |  |  |

**2. Conditions of Sale**

1. The items are offered for sale by the Broads Authority.
2. The items are offered for sale in condition as is and as lying at time of sale. No warranty is given by the Broads Authority concerning the condition of the items or any part of its or of its equipment, or its fitness for any purpose. No operating manuals, condition reports or safety reports are available. Intending purchasers should satisfy themselves concerning these matters.
3. No liability will be accepted by the Broads Authority for any death or personal injury to any person or damage to property arising in connection with the items unless caused by the negligence of the Authority or its officers.
4. Successful bidders will be notified via text or email within 5 working days after closing date of bids.
5. The purchaser will be responsible for all charges and outgoings in respect of the items purchased from time of sale.
6. The items purchased must be paid in full within 5 working days of receipt of invoice. All items will be invoiced **with 20% VAT added to the winning bid price**.
7. Once paid in full, all items must be collected by the purchaser from its current location no later than ten working days from date of payment. Failure to collect and remove the item by that time will cancel the sale. The collection can only be arranged between 8am-3pm Mondays to Fridays. Telehandler lift onto a suitable trailer can be provided at the point of collection.
8. The Broads Authority reserves the right to refuse sale if payment does not clear or buyers do not make proper arrangements for collection of items.
9. No refunds or returns will be accepted.

**Please email the completed forms to:** **tenders@broads-authority.gov.uk**

**You must state in the email subject “Sealed Bid Equipment”**