**FORM A: Instructions to Legal Services for Bid Submission**

|  |  |
| --- | --- |
| To |  |
| From |  |
| Date |  |

**Key dates:**

|  |  |
| --- | --- |
| Clarification response? |  |
| Tender submission? |  |
| Submission of any other documents (e.g. NDA) (please specify)? |  |

**Key information:**

|  |  |
| --- | --- |
| Company/organisation? |  |
| What is the tender for? |  |
| Value of services? |  |
| Is the contract strategically important? Why? |  |
| Are the contract terms: | (circle as applicable) |
| * Negotiable? | YES / NO |
| * Scored? | YES / NO |
| How likely is the University to bid for the work? |  |
| Any other key information? |  |

**Include with this sheet ALL documents provided:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Included?** | **To be signed?** |
| Instructions for tender |  |  |
| Specification |  |  |
| Terms and conditions for review |  |  |
| NDA |  |  |
| Declarations |  |  |
| Other documents (please specify): |  |  |