

## APPENDIX D – STANDARD LETTER FOR COMPLYING WITH ANTI-COLLUSION CLAUSE

To: Organisers of  
World Sustainable Built Environment 2017 Hong Kong

Date:

Tender Title: Official Supplier for Technical Equipment (Audio, Video, Lighting) Rental & Services for the World Sustainable Built Environment Conference 2017 Hong Kong

Dear Sir / Madam,

I [ ] of  
 (name of the Tenderer)

[ ],  
 (address of the Tenderer)

refer to tender specified above.

I confirm that, before I sign this letter, I have read and fully understand this letter and the anti-collusion clause 5f under section 5 “NOTES TO TENDERER” of the tender document.

I represent and warrant that in relation to the tender:

- (i) I, other than the Expected Communications referred to in the last paragraph of this letter, have not communicated and will not communicate to any person other than the Organisers the amount of the tender price or any part thereof until I have been notified by the Organisers of the outcome of the tender exercise;
- (ii) I have not fixed and will not fix the amount of the tender price or any part thereof by arrangement with any person;
- (iii) I have not and will not make any arrangement with any person as to whether I or that other person will or will not submit a tender; and
- (iv) I have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.

I shall indemnify and keep indemnified the Organisers against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and / or warranties above, including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred.

In this letter, the expression “Expected Communications” means my communications in strict confidence with:

- (i) my own insurers or brokers to obtain an insurance quotation for computation of tender price;
- (ii) my consultants or sub-contractors to solicit their assistance in preparation of tender submission; and

Signed for and on behalf of [ \_\_\_\_\_ ]  
(name of the Tenderer)

by [ \_\_\_\_\_ ]  
(name and position of the signatory)

Signature (with company chop):

Name of Witness:

\_\_\_\_\_

Signature of Witness:

\_\_\_\_\_

Occupation:

\_\_\_\_\_