LONDON
METROPOLITAN
UNIVERSITY

Submission of electronic quotations or tenders

- The University will only accept submitted tender responses via its electronic tendering system unless explicitly stated otherwise in the invitation to tender instructions and conditions of tendering document.

- A tender lodged electronically is deemed for all purposes to be the true and legal version, in writing, duly authorised and duly executed by the Tenderer and intended to have binding legal effect. Electronic signatures are unnecessary due to the security built into the system.

- Tenders submitted via the electronic tendering system must be received in full prior to the closing time.

- Other than the online generated questionnaire, if any electronic files pertaining to the tender are found to be corrupt, contain a virus or are unreadable for any reason, the tender will not be considered.

- Immediately prior to submitting a tender electronically it is the responsibility of the tenderer check any supporting files that are to be uploaded as part of their submission is free from viruses using fully current virus checking software and if any found must remove all viruses from the files.

- The University accepts no responsibility for any tenderer misunderstanding instructions or incorrect use of the system.

- Tenderer's acknowledge and accept, in respect of electronically transmitted tenders, that:
  - Lodgement of large electronic files may take time and as such they must allow sufficient time to fully transmit all files prior to the closing time and date.
  - The University shall not be liable or responsible for the loss, damage, destruction or corruption of any tender, however caused.
  - The University until after the tender closing time may not discover corruption or unreadable files submitted via the electronic tendering system.
  - Faults in the tenderer's system are not the responsibility of the University and no extension to the closing time will be made.
  - The Server Clock displayed within the electronic tendering system shall govern the time.