



INVITATION TO TENDER

Works: Replacement Office

Site: Pellows WDS, Old Carnon Hill,
Carnon Downs TR3 6LG

Project number: KW-294

1. Pellow WDS ('the Employer') invites you to tender, upon the basis of JCT MWD (2016), for the Works described in the following enclosed documents:
 - a) Tender Form – **For Completion by Tenderer**
 - b) Preliminaries and Contract Particulars
 - c) Drawings
 - d) Schedule of Works (plus door and finishes schedules) – **For Completion by Tenderer**
 - e) Cost Summary Page – **For Completion by Tenderer**
 - f) Dayworks Schedule – **For Completion by Tenderer**
 - g) Pre-Construction Information (PCI)
2. **Your tender should be submitted on the Forms marked 'For Completion by Tenderer' detailed above and enclosed. Your tender must also include Company Insurances for Employer and Public Liabilities and Professional Indemnity where appropriate (see Tender Form).** The Tender is to be made strictly in accordance with the requirements of this Invitation to Tender which, together with any addenda that are issued, are together referred to as the Invitation to Tender. **Where you provide additional attachments as part of your tender, please title your attachments clearly and cross reference to the rest of your submission.**
3. By submission of a Tender, the Tenderer warrants that:
 - (a) The prices in the Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or with any competitor.
 - (b) Unless otherwise required by law, the prices which have been quoted in the Tender have not knowingly been disclosed by the Tenderer, directly or indirectly, to any other Tenderer or competitor, nor will they be so disclosed.
 - (c) No attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not to submit a Tender for the purpose of restricting competition.

4. Treatment of Tender – Freedom of Information Act 2000

The employer is committed to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the employer, may need to be disclosed by the employer in response to a request under the Act. We may also decide to include certain information in the publication scheme which we maintain under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the employer should not be taken to mean that the employer accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

5. No tendering expenses will be reimbursed by the Employer.

6. Returned qualification questionnaires and tenders will be analysed by the project team. Interviews may be held with selected Contractors before a final selection is made. The Employer does not bind themselves to accept the lowest, or any tender.

The selection of the contractor will be based upon the tender processes and possible subsequent interview. The award criteria are as follows, tenderers MUST RESPOND to these criteria when preparing their bid. If unsure please ASK.

	Award Criteria	Indicative description
1	Based on the lowest tender received	<p>Tendered Price</p> <p>Note: The project is part of a grant funded application process and therefore this procurement and subsequent appointment will be subject to grant approval of the project. We will assess tenders received on a lowest compliant Tender basis.</p>



7. All tender returns are to be submitted via peter.welsh@kingwelsh.co.uk
8. Full details of the documents to be returned are given in this Invitation to Tender. These documents shall together comprise the “Tender”.
9. The key programme dates relevant to this tender are as follows;

Invitation to Tender	Friday 31 st May 2024
Tender Return	Friday 28 th June 2024
Decision Notification/Contract Let	Friday 5 th July 2024
Mobilisation (2 weeks)	Monday 8 th July 2024
Commencement on site (22 weeks)	Monday 22 nd July 2024
Completion on Site	Friday 20 th December 2024

10. Questionnaires and Tenders must be completed and returned by 12:00 noon on Friday 28th June 2024

11. Enquiries concerning the Tender

1. Any query in connection with the Tender or the Invitation to Tender shall be submitted via peter.welsh@kingwelsh.co.uk **such requests may not be entertained within 3 working days of the Tender Return Date.**
2. The response by the employer as well as the nature of the query will be notified to all Tenderers, without disclosing the name of the Tenderer who initiated the query. On no account before the Tender Date is the Tenderer to contact or communicate with any other person involved in work concerning this Invitation to Tender unless the Employer redirects the enquiry.

12. Following your review of the tender documentation, should you not wish to tender, please could you the client procurement team know



13. Submission of Electronic Documents

The Employer accepts no responsibility for any misunderstanding of these instructions or incorrect use of the Electronic Tendering System

- 1 The employer will only accept documents for Tender sent to peter.welsh@kingwelsh.co.uk received electronically unless explicitly stated otherwise in the Invitation to Tender or agreed in advance with the project manager.
- 2 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.
- 3 Tenders submitted must be received in full prior to the closing time on the Tender Date (including any supporting documents)
- 4 If the electronic files containing the Tender are corrupt, contain a virus or are unreadable for any reason, the Tender will not be considered.
- 5 Immediately prior to submitting a Tender electronically the Tenderer must check the electronic files making up the Tender for viruses using fully current virus checking software and must remove all viruses from the files.
- 6 Tenderers acknowledge and accept the following in respect of electronically transmitted Tenders:
 - 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;
 - The employer shall not be liable or responsible for the loss, damage, destruction or corruption of any Tender, however caused.
 - The employer may not discover any corruption or unreadable files submitted via the portal until after the Tender closing time;

SIGNED by

Peter Welsh
on behalf of the Employer

Tel: 01752 878938
Email: peter.welsh@kingwelsh.co.uk
Date: 28th May 2024