

02nd July 2024

(issued via email only)

TO ALL TENDERING CONTRACTORS

Dear Sirs

**Re: Proposed Alterations,
Mayfield House St James Terrace / Mayfield Road, Leicester.**

We are instructed by Action Homeless, to invite you to submit a tender for the above.

An on-line Dropbox folder has been set up containing the tender documents for you to view and download in electronic format. Please note that a paper copy of tender documents will not be provided. To access the Dropbox folder please follow the links below:

<https://www.dropbox.com/link>
<https://www.contractsfinder.service.gov.uk>

If you are not currently registered with Dropbox you will need to register; this is a very straightforward process and is free of charge. Within the Dropbox folder you will find the following documents:

1. Prelims and General Conditions.
2. Architect's drawings & drawing issue register.
3. Form of Tender.
4. Schedule of Works.
5. Pre-Qualification Questionnaire (Please note the tender will be evaluated on 70% price and 30% quality).

The completed Form(s) of Tender and priced Contract Sum Analysis together with your Contractor's Proposals are to be delivered brp architects, by no later than 12.00 noon on Friday 26th August 2024.

Important: You must submit a tender based upon a construction contract completion date no later than 31st March 2025 (TBC).

If any alteration, omission or addition to the Conditions of Contract or to anything else in the accompanying documents and Form of Tender is made without prior agreement, such action might lead to your tender being disqualified. If therefore the occasion arises during the tender period when you think that an alteration, omission or addition is demanded please inform Kevin James at brp architects by email in order that your request may be considered.

Important: Please access the Dropbox folder immediately and email k.james@brp-architects.com to confirm that you will be submitting a compliant tender by the due date.

Yours faithfully

Kevin James
for **brp architects**

cc: Client – Action Homeless

Enc.

RIBA 
Chartered Practice

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