

Our Ref: 2051701/JP
10 December 2024

Via email only

Dear Sirs

PROPOSED NEW CEMETERY, TINGEWICK ROAD, BUCKINGHAM

We have been instructed by our Client, Buckingham Town Council, to facilitate the procurement of a proposed new cemetery on Tingewick Road, Buckingham.

CDM 2015

You will be deemed the Principal Contractor for the site, as defined under the CDM Regulations 2015.

The Principal Contractor

The Principal Contractor will be responsible for ensuring co-operation between himself and their sub-contractors working on the site, to enable all parties to comply with the requirements and prohibitions imposed under the relevant statutory provisions relating to construction work. You will ensure that every sub-contractor and every employee at work in connection with the project complies with any rules contained in the Health and Safety Plan that you will derive. You will make sure that only authorised persons are allowed into any area where construction work is being carried out. In practice as Principal Contractor you will take over and develop the Health and Safety Plan and co-ordinate the activities sub-contractors working on the construction site.

Invitation to Tender

CS2 have been appointed to prepare the tender documentation for this project and invite you to tender for the work by completing the supplied pricing document based on the documentation as listed on the enclosed Schedule of Tender Documents. Note this project is being procured on a single stage design and build JCT 2016 Contract.

On accepting this invitation to tender you are required to submit a wholly bona fide tender in accordance with the principles laid down in the JCT Tendering Practice Note 2012. You are reminded of the need for confidentiality and your agreement not to divulge your tender price to any person or body before the time for submission of tenders.

The examination and adjustment of the priced CSA will be in accordance with Alternative 2 for correcting errors, as laid down in the above mentioned Code. The Employer reserves the right to postpone the date for the return of tenders and it is to be understood that neither the lowest nor any tender will necessarily be accepted. No tender expenses will be payable.

Public Contract Regulations

As part of the procurement process, the Client must comply with the Public Contract Regulations. Please note the following:

This tender will be published on Contracts Finder and will contain (a) the time by which any interested party must respond if it wishes to be considered, (b) how and to whom such the Contractor is to respond; and (c) any other requirements for participating in the procurement.

Continued..

CS2 Limited: Registered in
England and Wales No. 3888977.
Registered Office:
Spring Lodge, 172 Chester Road,
Helsby, Cheshire, WA6 0AR

Regulated by RICS

Buckingham Town Council's Standing Orders

As part of the procurement process, the Client must comply with their own Standing Orders. Please note the following:

- i. a specification for the goods, materials, services, or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer; or electronically via email;
- iv. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- v. The tendering firm's name and bid amount is to be disclosed to the Councillors in confidential session.
- vii. The tendering firm's name and bid amount is to be disclosed to the Councillors in confidential session.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

Key Dates and Timeline

Tender Return: The Form of Tender, completed pricing document and any other supporting documents that you see fit, are to be returned to Buckingham Town Council no later than 12noon on 10 February 2025 electronically to tenders@buckingham-tc.gov.uk. Tenders received after this time may not be considered. Please note any queries during the tender process must be emailed directly to CS2 Limited as noted on the Tender Query Form located in Appendix B of the Tender Package.

Appointment: We anticipate selecting and notifying the preferred contractor by 24 February 2025 following a tender evaluation process. Please note the criteria and scoring details are contained within Appendix U of the Tender Package.

Anticipated Contract Date: w/c 25 February 2025

Anticipate Mobilisation Date: 4 March 2025

Anticipated Start on Site Date: 1 April 2025

Anticipated Practical Completion Date: 16 September 2025 (assuming 24week construction programme)

Please acknowledge receipt of this Invitation to Tender letter and enclosures by return.

If you are unable to submit a tender for this project in the form requested, please contact this office as soon as possible.

Should you have any queries during the tender period, please contact the undersigned who will be dealing with this project.

Yours faithfully



Sonny Wilson BSc(Hons)
Quantity Surveyor
Email: sonnywilson@cs2.co.uk

Cc Amanda Lewis, CS2 Limited – via email only
James Peel, CS2 Limited – via email only
Lee Philips, Buckingham Town Council – via email only
Ben Copeland, The CDS Group – via email only

Encs Schedule of Tender Documents

Tender Package issued via WeTransfer