



1<sup>st</sup> February 2019

Dear Contractor

**Re: Sevenoaks Community Centre - Ramp & Steps to Bat & Ball Station, Platform 1**

Thank you for your interest in tendering for the contract for the above Works

As a local authority, Sevenoaks Town Council's procurement procedures are dictated by legislation and must therefore be uploaded.

The tender package includes the following: -

1. This covering letter
2. Pre-Construction Information for CDM
3. Preliminaries & General Conditions
4. Schedules of Work on Excel (comprising Preliminaries Breakdown, Pricing Notes, Provisional Sums, Measured Works, Summary and General Summary)
5. Architect's and engineers' drawings:
  - 101 Site Plan
  - 1115\_BB\_RAMP\_0\_201\_T3
  - 1115\_BB\_RAMP\_0\_220\_T5
  - 1115\_BB\_RAMP\_0\_230\_T5
  - 1115\_BB\_RAMP\_0\_400\_T2
  - 603 - E201 - Rev A Proposed Ramp Lighting Plan
  - 603 - E202 - Rev A Proposed Ramp Lighting Sections
  - A5079-010-P3 External Ramp[10]
  - A5079/Sk-R4 – Detail for lamp column
6. Form of Tender

Please note the following: -

- Tender return - midday Monday 25<sup>th</sup> February 2019
- Tender return format - on line or delivered to STC Offices clearly marked: -  
'Tender return for Sevenoaks Community Centre Ramp & Steps'
- Site visits - to be arranged by e-mailing: [TownClerk@SevenoaksTown.Gov.UK](mailto:TownClerk@SevenoaksTown.Gov.UK)
- Tender queries - by e-mailing: [TownClerk@SevenoaksTown.Gov.UK](mailto:TownClerk@SevenoaksTown.Gov.UK)

The Schedules of Works have been prepared as an Excel document containing formulae which require rates, percentages and prices to be inserted into the 'Rate' column for the Preliminaries, Pricing Notes, Provisional Sums and Measured Works, totals to be calculated and automatically transferred to the Summary and General Summary. Rates are to be inserted as numbers to 2 decimal places and not calculated from formulae or lump sums. The spreadsheets have **not** been protected and care should

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

Town Clerk



be taken not to overtype any of the formulae. Despite the inclusion of formulae within the pricing documents, your tender must be arithmetically checked prior to its submission.

Errors or omissions in the tender documents should immediately be notified to the client (STC). Telephone enquiries will NOT be accepted and all communications relating to the tender shall be submitted by e-mail to 'TownClerk@SevenoaksTown.Gov.UK' to arrive no later than Thursday 14<sup>th</sup> February 2019; all responses will be by a circular advice to all tenderers.

All information supplied as part of the tender shall be treated as confidential and disclosed only to the extent that it is necessary for the purposes of preparing a tender.

Your tender submission should include the following:

1. Form of Tender.
2. Priced copy of the Schedules of Work (in the original unamended Excel format – not PDF).
3. A brief outline of how you propose to carry out the works.
4. As simple bar-line programme indicating the mobilisation period, the principal construction activities and the completion date.
5. Response to the Pre-Construction Information Document.
6. Details of live or recent projects which could be visited post-tender should your tender be of interest.

The tender shall be fully compliant with the requirements of the tender documents and any deviations or omissions are to be readily identified in the tender submission. We may require further clarification of any such amendments after receipt of the tender.

All costs incurred in preparing the tender shall be borne by the Contractor; STC shall not be liable for any claims in the event that no contract is awarded.

It is anticipated that the successful contractor will be notified by mid March with a Letter of Intent to allow the mobilisation period to commence. Commencement on site is planned for the end of March 2019 and it is hoped that completion can be achieved by the end of May 2019. STC reserves the right to amend these dates in which event tenderers will be notified.

Following the evaluation of the submissions and the appointment of a Contractor or otherwise, tenderers will be advised of STC's decision.

Yours faithfully



Linda Larter MBE  
Chief Executive / Town Clerk