



South Woodham Ferrers Council

Champions Manor Hall Conversion Project

Tender Document

Published: 13 January 2025

Tender for a building conversion for:

Community use at Champions Manor Hall, 94-104 Hullbridge Road, South Woodham Ferrers, Chelmsford, Essex, CM3 5LJ

As specified in the Conditions of Contract, Contract Specification and General Consideration.

Name of Tenderer:

Company Name:

Address:
.....
.....
.....

Tel:

Email:

Website:

NOTICE TO TENDERERS

Documents supplied for the tender:

External Pictures of the building and internal pictures of the Multi-Purpose Hall

Specification

General Considerations

Tender Form

Contract Conditions

Contract Variation Form

Priced Schedule

Certificate that the Tender is Bona Fide

Tenders must be submitted on the forms supplied, Price Schedule, Contract Verification Form, Tender Form and Certificate that the tender is Bona Fide, which are not to be altered in any way whatsoever. Tenders containing alterations or additions or subject to qualifications will not be considered. Along with a document containing any other details requested within the Conditions of Contract and General Considerations for Works document.

All entries will be written in ink or typed and the documents must be physically signed in the places provided for that purpose.

The Council does not bind itself to accept the lowest or any tender. No expense incurred by any person submitting a tender will be paid for.

Tenders shall be deemed to have been submitted in the full knowledge of all the requirements and conditions contained or referred to in the tender Conditions of Contract, Contract Specification and General Considerations and the Contractor shall be deemed to have included in their tender for all costs in compliance therewith.

Notwithstanding any information made available to him, the Contractor shall be deemed to have carried out due diligence in the preparation and pricing of their tender, included but not limited to (have visited and be aware of the general features of the site with particular reference to its location, means of access and current electrical installation) and to have taken these and all other such relevant matters into account.

The tender with all relevant paperwork as already set out is to be returned in a sealed envelope for the attention of The Town Clerk, labelled 'Champions Manor Hall Conversion Tender', which

must not bear any mark as to the identification of the sender, to the Town Clerk, Mrs Karen Atkins at:

South Woodham Ferrers Town Council
Champions Manor Hall
94-104 Hullbridge Road
South Woodham Ferrers
Chelmsford
Essex CM2 5LJ

The tender must either be sent by First Class recorded post or delivered by hand and received by **Monday, 17 February 2025.**

FORM OF TENDER

To:

The Town Clerk
South Woodham Ferrers Town Council
Champions Manor Hall
94-104 Hullbridge Road
South Woodham Ferrers
Chelmsford
Essex CM3 5LJ

Having examined the Conditions of Contract, Contract Specification and General Consideration for Works for the above-mentioned works, we offer to supply and install all Works in conformity with the said Conditions of Contract, Contract Specification, General Consideration and Priced Schedule for the sum of: -

.....

[Excluding VAT]

(in words) _____

Unless and until a formal Agreement is prepared and executed this Tender together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Signature **Date**

Print Name..... **Job Title**