**Unity in Community – 372 Greenwood Avenue FAQ’s**

**What is the procurement process?**

Open level –any organisation can apply.

**Why is the tender process so formal?**

This is to ensure that the process is handled in a fair and consistent manner. We will ensure consistency in the information provided to contractors and in the way in which we communicate with them.

**We are unable to make a site visit, should we still tender?**

If you are unable to make a site visit, we may be able to accommodate you at another time. If you e-mail info@unityincommunity.org.uk we will endeavour to accommodate you at a convenient time.

**We are unable to start the works on the advertised date, can we still apply?**

You are welcome to apply, however, this may have an impact on the scoring of your tender. The weighting of which can be found in the specification

**We have some questions we would like answering, can we meet to discuss these?**

In the interest of fairness, openness and equality we are unable to accommodate private meetings. Please direct any questions in writing to dennis@unityincommunity.org.uk, alternatively post your question with a return address to:

*Dennis Woods
Unity in Community,
501 Endike Lane,
HU6 8AQ*

**My pricing exceeds the ceiling budget in the specification, should we still apply?**

Yes you should apply, this may have an impact on the scoring of your tender. The weighting of which can be found in the specification.

**What happens if I miss the advertised deadline?**

We are unable to score late applications and extensions cannot be given

**How do I upload my tender documents?**

The completed Tender and associated documents must be submitted via to e-mail to tenderapplications@unityincommunity.org.uk by no later than 12:00 noon on Tuesday 24th December 2019. Any tenders that are submitted incomplete will not be considered.

All questions relating to the tender must be submitted in writing, via e-mail to dennis@unityincommunity.org.uk, alternatively post your question with a return address to:

*Dennis Woods
Unity in Community,
501 Endike Lane,
HU6 8AQ*

All answers to questions received will be published on [www.unityincommunity.org.uk/tenderfaq](http://www.unityincommunity.org.uk/tenderfaq). This will help ensure an open and fair tender process.

Any questions that may give an advantage to a particular bidder will be immediately published on [www.unityincommunity.org.uk/tenderfaq](http://www.unityincommunity.org.uk/tenderfaq)

Unity in Community will endeavour to answer questions relating to this tender within 2 working days. The final date for questions is **Monday 16th December 2019.**

**\*\*PLEASE NOTE, THE DEADLINE FOR TENDER WAS CHANGED ON TUESDAY 3RD DECEMBER AND ALL DOCUMENTATION HAS BEEN UPDATED TO REFLECT THE CHANGES.  IN ADDITION, REMOVAL OF ‘EVIDENCE OF HU6 LABOUR BEING CONTRACTED/EMPLOYED’ FROM ITT PART1, ITEM 4, PAGE 4 – AS THIS IS NOT REQUIRED FOR THIS TENDER PROCESS\*\***