

23rd 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.

This letter accompanies the round-robin correspondence to all known tendering contractors and further information uploaded to contracts finder portal. The tender documents can be viewed and download in electronic format. Please note that a paper copy of tender documents will not be provided. To access the documents please click on the Contracts Finder portal link below:

<https://www.contractsfinder.service.gov.uk>

You will find the following tender 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 60% price and 40% quality).

Furthermore, the tender return date included in this letter supersedes the date previously advised in the tendering covering letter. The additional "round robin" documentation and confirmations are addressed in the following documents also available from the contract finder portal.

- A. PPN_8_16_StandardSQ_Template_v3 – Funding Questionnaire
- B. Tender Clarifications.

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 **9am on Monday 5th August 2024, 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.

Yours faithfully

Kevin James
for **brp architects**

cc: Client – Action Homeless

Enc.

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