

Trewirgie Junior School New Classroom Block

Tender Pack Amendments 1-3

Trewirgie Junior School

October 2019

2. Guidance Notes

1.0 Conditions of Invitation (Qualification)

1.1 This tender document together with any other information to be provided at any time within the procurement process has been and will be provided in the interests of assisting tenderers to develop their proposals. It is intended only as an explanation of the client's requirements and is not as a representation to induce any tenderer to enter into any form of contract with the client.

1.2 Accordingly information provided does not purport to be all-inclusive or to contain all the information that the prospective tenderer may require. Tenderers and their advisers must take their own steps to verify information, which they use and must make an independent assessment of the opportunity described in this document after making such investigation and taking such professional advice as they deem necessary.

1.3 Tenderers remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from them in connection with their tender responses whether incurred directly by them or their advisors or subcontractors and regardless of whether such costs arise as a consequence direct or indirect of any amendments made to this and/or other documents issued by the client at any time. For the avoidance of doubt, the client shall have no liability whatsoever to tenderers for the costs of any discussions or communications.

1.4 The information in this and any associated documents is made available on condition that it is treated as confidential by the tenderers and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling a submission to be made.

1.5 Tenderers shall be responsible for the confidentiality of their own information.

1.6 In the event of any inconsistency, this document and enclosures will take precedence over any documents previously issued in relation to this project.

1.7 F+G and the client reserve the right to disregard tender responses considered as non-compliant unless exceptional extenuating circumstances prevail, of which F+G/the client will be the final arbiter.

1.8 The client reserves the right to:

1.8.1 cancel the procurement process at any stage; and

1.8.2 require a tenderer to clarify its submission in writing and/or provide additional information. Failure to respond adequately may result in the tenderer being disqualified.

Amendment 1

2.0 Intention to Bid (or otherwise) and Site Visitation

2.1 Please indicate via email to the Contract Administrator (tom.unwin@fgould.com) whether or not you intend to submit a tender in response to this invitation.

2.1 Contractors will be contacted by F+G once indication to tender has been received to arrange site visitations.

2.2 This is a live school environment and all site visitations must be coordinated and arranged through F+G. No further site review will be acceptable without prior agreement of F+G and may result in disqualification.

Amendment 2

3.0 Pre and Post Tender Clarification

3.1 If clarification is required on any issues within this document, all questions must be submitted via email to the Contract Administrator (tom.unwin@fgould.com).

3.2 In compliance with European guidelines on equal and fair treatment of tenderers, any information that F+G dispenses in response to requests for clarification will be distributed to all of the participating organisations as opposed to solely the organisation that requested the information. The only circumstance in which this procedure may be waived is if a tenderer considers their enquiry to be innovative to their offer in which case this should be clearly communicated within the correspondence. F+G will decide whether the request for information is deemed “innovative” to the applicant’s offer and if not considered to fall within that category the applicant will be informed so they may make a decision whether to continue the line of enquiry.

3.3 Upon receipt of tenders F+G/the Client may wish to pose post-tender clarification questions to tenderers or request further clarification. This may be done in writing or by e-mail.

4.0 Evaluation of Offers to Supply

4.1 Tenderers are to price all elements of the works individually and to account for additional product specification information as appended to this document and complete each section following, failure to provide a completed pack of information may result in disqualification.

4.2 N.B.: All information conveyed within a tenderer’s offer to supply will be relied upon as being true and accurate and will form part of the contract. If any of the information given within a tenderer’s offer is subsequently identified as being inaccurate, this may exclude that organisation from further consideration pre-contract award. In the event of such an eventuality post contract award The Client reserves the right to terminate the contract.

4.3 The Main Contractor Site Agent is to have a full and current Enhanced DBS check and is to remain responsible for all other sub-contractors attending to or working on the site. The preference is for sub-contractors and other site operatives to hold and provide details of an up to date DBS check if possible.. Main contractor to hold records for all site attendees in site office noting their DBS status..

Amendment 3

5.0 Return of Tender documentation

5.1 All returns to be made via registered post in an unbranded envelope (paper or digital media format accepted) to;

Tom Unwin
Faithful+Gould
The Octagon
2nd Floor, Pynes Hill Court
Rydon Lane
Exeter
EX2 5AZ

Submission will also be accepted by hand to the same address and format as above. Tenders returned beyond the deadline will be discounted.

5.2 The tender deadline is **12 noon on Friday 8th November**

5.2 Successful tenderers will be informed via telephone and/or email on Thursday 21st November.

Tom Unwin
Faithful+Gould Limited
The Octagon
2nd Floor, Pynes Hill Court
Rydon Lane
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EX2 5AZ

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