**Poynton Civic Hall Refurbishment**

**Instructions to Tenderers**

**Tender Documents**

The package of tender documents comprise of the following:

1. Schedule of Works
2. Drawings No. 2518/401 to 417
3. Mechanical and Electrical Specifications and Drawings
4. Pre-construction Information

The following documents are also included:

1. Form of Tender
2. Suitability Assessment Questionnaire

The documents can be downloaded from the following link :

https://drive.google.com/drive/folders/1SbX2T4Py5S3uiI7hPFSuUpgu2Z\_lgxcN?usp=sharing

**Arrangements**

Access to inspect the site is by pre-arrangement only and entry may be refused if an appointment has not been made.

The tendering procedure will be in accordance with NJCC Code of Procedure for Single Stage Selective Tendering 1994 as indicated in the Specification documents

You are strongly recommended to both visit site and read the documents to provide the necessary on site facilities and comply with the materials and form of construction specified, as alternatives made within the initial submission will not qualify.

The Client reserves the right not to accept the lowest or any tender submitted.

**Documents to be Returned**

The following completed documents must be returned to Poynton Town Council, by **no later than 12 noon on 15 July 2022.**

1. Form of Tender
2. Suitability Assessment Questionnaire

Documents must be returned in the project specific envelope which must be obtained from Poynton Town Council. Please use the email link below to request the tender return:

Haf.Barlow@poyntontowncouncil.gov.uk

The envelope will be issued by post so please allow sufficient time for the request to be processed.