

To Tendering Contractors

Friday 9th December 2022

**Eckington Parish Council – Eckington Community Fields – Phase 1
Tender for Landscaping Works**

On behalf of The Parish Council, we invite you to tender for the construction of the public realm works and improvements to the Community Fields, Eckington.

Please find enclosed the tender documentation consisting of the following:

- Invitation to Tender Letter
- Invitation to Tender
- Tender Sum Analysis
- Form of Tender
- Design Information:
 - Landscape Architectural Design
- Pre-Construction Information (PCI Pack)

Tenders shall be returned in a sealed package or envelope using the address provided in the Invitation to Tender document. Tenders are also required to be submitted electronically via email using a WeTransfer or Dropbox link.

Tenders are to arrive by 12.00 noon on Friday 13th January 2023. Late tenders may be disregarded.

The outer covering of the packages, or any franking thereon, must not bear any sign or reference which might indicate the identity of the tenderer. Tender packages which identify the Tenderer will be disqualified.

Tenders containing any unauthorised conditions, exclusions or limitations may be rejected.

Tenders are to remain open for acceptance for a period of (.....) weeks (contractor to specify on the form of tender).

Where electronic copies of information are requested, these should be submitted on a WeTransfer or Dropbox link via email.

You are advised to visit the site during the tender period in order to satisfy yourselves as to the full extent and nature of the works and all conditions that may affect their execution, as no claim on the grounds of lack of local information will be entertained.

As noted in the Invitation to Tender the site is public access and no appointments are required to allow the contractor to visit the site.

Technical questions regarding the works should be directed in the first instance to Jakub Kesiak, Tandem Projects in writing via jkesiak@tandemprojects.co.uk, and not to client or design team personnel. A schedule of tender queries and responses will be maintained and distributed to all contractors to ensure parity, unless the response to such clarifications would jeopardise a contractor's commercial advantage, in which case it will remain confidential.

Contract Award/Evaluation Criteria

The tenders received will be evaluated on the most economically advantageous tender taking into account the following criteria:

65% - Tender Cost
35% - Tender Quality

No guarantee is offered that the lowest or indeed any of the tenders will be accepted, but full feedback on the outcome will be provided on request.

If you wish to discuss any of the information contained within this correspondence, please do not hesitate to contact us.

We look forward to receiving your tender bid.

Yours faithfully

Jakub Kesiak
Project Manager

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