Form of tender **Stroud Town Council, Project Management Tender

CONTRACT STC2020/04**

# To be returned by 1200hrs on Friday 12 February 2021 (tenders received later than this may not be opened)

**TENDER FOR PROJECT MANAGEMENT**

# To Stroud Town Council

1. I/we have read the **Tender Specification** and, subject to and upon the terms and conditions contained in the said documents, I/we offer to provide the Services specified, at the prices quoted by me/us.

2. Terms and Conditions. I/we agree that this tender and any contract which may result from it shall be based upon the documents listed below which I/we confirm to be those provided as part of the above referenced Invitation to Tender.

* Tender Specification
* Tender Instructions
* My tender (and any amendments to it agreed in writing) which includes:
	+ an outline of my/our relevant experience and skills (500 words maximum)
	+ examples of up to 4 previous projects (maximum 10 pages of A4 including photographs)
	+ copies of relevant certificates or links to online registers to demonstrate qualifications
	+ copies of the policy schedules for insurance as set out in tender specification
	+ detailed health and safety record for the past 5 years.
1. I/we agree that any other terms or conditions of contract or any reservations which may be printed on any correspondence or document from me either in connection with this tender, or any contract resulting from this tender, shall not be applicable to the Contract.
2. Law. I/we agree that any contract that may result from this tender shall be subject to English law.
3. I/we confirm that we will maintain appropriate insurance for the duration of the project including:

|  |  |
| --- | --- |
| Cover | Minimum Limit of Liability |
| Public Liability Insurance  | £5,000,000 |
| Employers’ Liability Insurance | £10,000,000 |
| Professional Indemnity Insurance | £1,000,000 |

1. I/we confirm that we have taken account of our legal and statutory obligations, as well as all relevant Government codes and policies (e.g. taxes, environmental protection, employment protection and working conditions) in our tender, where they would be applicable to the supply of the specified items.
2. The prices quoted in this tender are valid for 60 days from the tender return date.
3. I/we understand that Tenderers are prohibited from contacting Councillors or Staff to encourage or support their tender outside of the prescribed process and note that the Bribery Act 2010 applies to this tender.
4. I/we understand that Stroud Town Council is a Foundation Living Wage Employer and confirm that all personnel employed in connection with this project by me/us and any subcontractors, will be paid no less than the current Foundation Living Wage. www.livingwage.org.uk

**TENDER PRICES**

|  |  |  |
| --- | --- | --- |
| **Work** | **Payment basis** | **Tender price** |
| Price - Pre-contract works | Hourly rate | £  |
| Price - Project management work | % of value of contracted works | % |

Signed ....................………………………
Name (in BLOCK CAPITALS)……………………………...

in the capacity of …………………………………………………………duly authorised to sign tenders for and on behalf of (in BLOCK CAPITALS)………………………………….

Postal Address .................................................
 ..........................................................................
 ..........................................................................
..........................................................................
Telephone No. .....................................………

Date ..........….......................................…...…

E-mail…………………………………………..

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**Checklist:**

|  |  |
| --- | --- |
| Have you included: | ✓ |
| * completed form of tender
 |  |
| * examples of up to 4 previous projects (maximum 10 pages of A4 including photographs)
 |  |
| * an outline of my/our relevant experience and skills (500 words maximum)
 |  |
| * copies of relevant certificates or links to online registers to demonstrate qualifications
 |  |
| * copies of the policy schedules for insurance as set out in tender specification
 |  |
| * detailed health and safety record for the past 5 years.
 |  |