

# Form of Tender

for the

**Proposed Alterations to the West Witney Sports and Social Club & Proposed New Depot**

at

**West Witney Sports and Social Club and Associated Site**

To: Chloe Loader

I/We the undersigned hereby offer our Fixed Price Tender in accordance with the Tender Documents prepared by Berrys:-

.....

..... (£ . p)

Duration of Works: ..... Weeks

Lead In period required: .....

I/We enclose completed Contract Sum Analysis (priced pages of the Schedule of Works within the Specification), Preliminary Programme, Risk Assessment and Method Statements upon which our Tender is based.

I/We agree that this tender shall remain open to acceptance for a period of three months from “the date of tender”.

Signed .....

For and on behalf of .....

in the capacity of .....

Date ..... 2025

- Notes:
- (1) The Employer is not bound to accept the lowest or any tender and will not be responsible for any costs incurred by the Contractor in preparing said tender.
  - (2) The Tender should be strictly in accordance with the invitation document.
  - (3) The Form of Tender together is to be signed and sent along with the tender documentation to Chloe Loader – [chloe.loader@berrys.uk.com](mailto:chloe.loader@berrys.uk.com) by no later than **1pm on Friday 17<sup>th</sup> October 2025**.

## NOTICE TO TENDERERS

1. It is important that the Summary to the Tender Document should be signed and bear the Contractor's name, address and date of tender.
2. The Tender must be submitted on a VAT exclusive basis and in accordance with the Conditions of Contract.

## INSTRUCTIONS TO TENDERERS

A	<b>Tender</b>	The Contractor's Tender is to be based on the Documents provided, the drawings issued with the invitation and any further drawings issued for the specific purpose of preparing the Tender.
B	<b>Form of Tender</b>	<p>The Employer does not guarantee to accept the lowest or any Tender and Contractor's tendering do so at their own expense.</p> <p>The Contractor will be required to submit with the Form of Tender a programme upon which his tender is based.</p>
C	<b>Tender</b>	The Contractor is to submit with their Tender a fully priced cost with a breakdown of costs. This analysis, which will become a Contract Document, is to show how the Tender price is built up and is to include for all required profit, overheads, fees, charges, preliminaries and the like.