

Document Name: Invitation to Tender – Office Fit Out for Taunton Town Council

Monday the 13th of May 2024

This is a formal invitation to tender for the supply of goods and services. Please refer to the following documentation, which provides key information on the project:

1. Project Information
2. Procurement Timeline

In order to submit a bid, the following process must be followed:

The completed tender must be submitted in a sealed envelope clearly marked 'Tender – Office Fit Out' and addressed to the Town Clerk. The envelope pack should then be sent by post to Taunton Town Council, PO Box 998, Taunton, TA1 9QQ, or delivered by hand to Taunton Town Council, Deane House, Belvedere Road, Taunton, TA1 1HE. The tender envelope must not be marked in any way to indicate the identity of the sender or business submitting it. Taunton Town Council can provide a suitable envelope for the submission, if required.

The envelope must include:

1. A completed Tender Form
2. A completed New Supplier Form
3. A document with answers to the questions laid out in the Supplier Questions Document
4. Any supporting evidence such as accreditations, qualifications and training records referenced in your responses to the questions laid out in the Supplier Questions Document
5. Sample floor plans are not a requirement and will not be scored, however can be submitted if the bidder feels appropriate
6. A cost breakdown, where available
7. Evidence of public liability insurance to the value of at least £5 million.

Any omissions will result in the bid not being put forward for consideration. The tender will be open from Monday the 13th of May 2024 at approximately 4pm until Wednesday the 5th of June 2024 until 4pm, unless there is a requirement to extend. Documents must be submitted Wednesday the 5th of June 2024 at 4pm. Any late submissions will

Taunton Town Council
PO Box 998
Taunton, TA1 9QQ
01823 793637
info@taunton-tc.gov.uk



not be put forward for consideration. Failure to comply with one or more of these conditions will result in the bid not being put forward for consideration.

Full details on how submissions will be opened and scored can be found in the Project Information document. We advise you take particular care to read all information provided and adhere to these conditions as any breach will result in the tender not being considered.

Taunton Town Council does not bind itself to accept the lowest cost tender or indeed any tender submitted during this process. Taunton Town Council will not make any payment for the preparation of any tender.

Taunton Town Council does not accept any liability, responsibility or duty of care to any tenderer for the accuracy or completeness of this document or any other written or oral information pertaining to this tender exercise.

Nothing in the tender documentation constitutes as an incentive in any way to persuade an interested person to submit a proposal or enter into any contract.

The commencement of this work is subject to the outcome of a consultation exercise that the landlord is currently carrying out.

Thank you for your interest. For further information please contact projects@taunton-tc.gov.uk.

Kind regards,

Taunton Town Council