

## **FILHAM PARK ACCESS ROAD AND CAR PARK**

### **INSTRUCTIONS TO TENDERERS**

#### **PART 1**

The tender is to be submitted in two parts - Part 1 (Tenderer Suitability Assessment) is to be completed in full and will be assessed on a Pass/Fail basis. Only tenderers who pass Part 1 will be considered for Part 2.

#### **PART 2**

1. The complete Form of Tender, Schedule of Rates and items listed in points 8 & 9 must be returned, via the Contracts Finder Portal, to be received not later than the closing date stated in the Tender Invitation.
2. The price is to be inserted against every item in the Schedule of Rates and a quantity where appropriate.
3. The prices to be inserted in the Schedule of Rates shall be the full inclusive value of the work described under the items, including all costs and expenses which may be required in and for the completion and maintenance of the work described, together with all risks, liabilities and obligations set forth or implied in the documents on which the Tender is based. Quantities should be considered approximate within  $\pm 10\%$  and verified by the Tenderer as far as practicable. It is the Tenderer's responsibility to use the Schedule of Works as a means of producing a firm price for the Works based on the drawings and Specification.
4. All the Tenders submitted will be arithmetically checked, and if necessary, corrected; the summation of all figures will be taken as the Tender figure. No references will be made to the Tenderer. Where examination of Tenders reveal errors or discrepancies which would affect the Tender figure in an otherwise successful Tender, the Tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing his Tender.
5. The Employer does not bind himself to accept the lowest or any Tender and will not pay any expenses in connection herewith.
6. The Tender shall remain open for acceptance for 90 days after the closing date for receipt of Tenders.
7. All rates are to be net exclusive of Value Added Tax.



## Ivybridge Town Council

8. Tender submissions shall be accompanied by:
  - a) an outline programme
  - b) notification of any significant constraints imposed by the availability of resources
  - c) a list of proposed subcontractors
9. The Tenderer shall include a copy of his company's Health and Safety policy, including compliance with Covid-19 legislation and guidance current at the time of the works, and a statement of reportable accidents that have occurred within the company over the past 5 years.
10. Should any explanation be required of any item within the tender documents the Tenderer should contact the Engineer not less than 5 days prior to submission of the tender. Any responses to queries will be answered to all tenderers via the Contracts Finder Portal.