



INSTRUCTIONS TO TENDERERS

CONTRACT: Proposed Extension, Internal Alterations and Toilet Refurbishment -
Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent ME5 9RU

EMPLOYER: Boxley Parish Council

The Form of Tender shall be delivered in the envelope provided, sealed and bearing no mark or name indicating the identity of the tenderer and sent to:

**Boxley Parish Council
Beechen Hall, Wildfell Close
Walderslade, Chatham
Kent ME5 9RU**

to reach this office no later than **12.00 noon, Friday 4th May 2018**

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Site Visit

Tenderers are requested to contact Kent Design Studio Ltd to arrange a time slot for a site visit on **Friday 13th April 2018**.

Programme

The programme for the project intends for work to start on **14th July 2018** and for the shell to be complete, and full use of the hall re-instated by **31st August 2018**.

Those who cannot meet these deadlines should inform Kent Design Studio Ltd as soon as possible.

Incomplete Tender

Tenders may be rejected if the information asked for in the Invitation to Tender (ITT) and Specification is not given at the time of tendering.

Returning Tenders

No other communication should be included in the envelope with the Form of Tender, unless specifically requested. Any obscurities shall be raised with Kent Design Studio Ltd (telephone no. 01580 230413) before the Tender is returned, who will confirm in writing his interpretation and send copies to all Tenderers, which will then form part of any Contract subsequently entered into.

The WC refurbishment is to itemised as a separate cost.

Receipt of Tenders

Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then, all tenders will be opened and processed in accordance with the parish council's Standing Orders and Financial Regulations. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

Acceptance of Tenders

By issuing this invitation, Boxley Parish Council is not bound in any way and does not have to accept the lowest, or any tender.

Inducements and Relationships

If a person or company supplying a tender to the Council is to his/her knowledge related to or has business links to any member or employee of the Council, then this link/relationship must be notified in writing to the Parish Clerk who is also the Responsible Financial Officer. Failure to do so will result in an application being rejected or, if already appointed, could result in termination without notice.

Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment of contract shall disqualify the applicant from such appointment.

Offering an inducement of any kind in relation to obtaining this or any other contract with Boxley Parish Council will disqualify your tender from being considered and may constitute a criminal offence. (The Bribery Act 2010)

Confidentiality of Tenders

Please note the following requirements. You must not:

- Tell anyone else what your tender price is or will be, before the time deadline or delivery of tenders.
- Try to obtain any information about anyone else's tender or proposed tender before the deadline for delivery of tenders.
- Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

Costs and Expenses

You will not be entitled to claim from Boxley Parish Council any costs or expenses which you may incur in preparing your tender whether or not your tender application is successful.

Persons tendering must obtain for themselves on their own responsibility and at their own expense all the information which may be necessary for the purpose of making a Tender and entering into Contract, and must examine all relevant documents and must inspect and consider the site and surroundings. The Tenderer shall be deemed to have satisfied himself of the correctness of any information or representation made in the documents provided.

Debriefing

Following the award of contract, debriefing may be included in the letter, if desired, sent to unsuccessful bidders.

Evaluation Criteria

Evaluation of your Tender will be against the specification.

Freedom of Information

Boxley Parish Council is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to Boxley Parish Council may need to be disclosed in response to a request under the Act.

If you consider any of the information included in your Tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received.

Format of Bids

Tenders should be submitted on the document provided.

Whilst Boxley Parish Council has made every endeavour to provide tenderers with an accurate description of the requirements, tenderers should make their own assessment about the methods and resources needed to meet these requirements.

Tenderers are requested to provide details of discounts for prompt payment.

The tender amount shall be EXCLUSIVE of value added tax.

FORM OF TENDER

**Kent Design Studio Ltd
Rose Cottage Farm, North Street, Biddenden
Ashford, Kent, TN27 8BA**

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EMPLOYER: Boxley Parish Council

Having read the Conditions of Contract, Drawings and Specifications for the execution of the above named Works, and having examined the site and being aware of all the conditions under which the Works will be carried out;-

I/We offer to supply and deliver materials, provide and maintain plant and execute the Works in conformity with the said Conditions, Drawings and Specifications for the fixed lump sum price of :

£.....poundspence)

and complete the works within weeks from the date of possession.

I/We declare that my/our Tender shall be open for acceptance within a period of twelve weeks from the date for the receipt of tenders. I/We understand that you are not bound to accept the lowest or any tender and that your Client may accept any items in the tender to the exclusion of other items.

I/We agree that should this tender be successful and until a formal agreement is entered into the before mentioned Conditions of Contract, Drawings and Specification, this tender together with your written acceptance thereof shall constitute a binding contract between us (contractor and employer).

Signed..... Witnessed by

Company Occupation

Address..... Address.

Dated thisday of.....2018

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Preliminaries and Site Set Up		£
1.00	General Specification	£
2.00	Foundations and Ground Floor Construction	£
3.00	External Walls	£
4.00	Roof Structure	£
5.00	Windows and Doors	£
6.00	Ventilation	£
7.00	Heating and Plumbing	£
8.00	Drainage	£
9.00	Sanitary Pipework	£
10.00	Electrical	£
11.00	External Works	£

Daywork rates including overheads & profit

Signature _____ Date _____

Declarations

.....(name of company)
declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender. The tender price has not been fixed nor adjusted in collusion with any third party, and

.....(name of company)
declare the tender will remain valid until(insert a date) and that we are not entitled to claim from Boxley Parish Council any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.

Undertakings

Boxley Parish Council requires all tenderers to make full and frank disclosure to them in the form of a signed undertaking in respect of any or all of the following:

a) Any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;

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Clerk@boxleyparishcouncil.org.uk 01634 861237

- b) Any convictions for a criminal offence committed by the tenderer (or being a company, by its officers or any representative of the company);
- c) Any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
- d) Any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and
- e) Any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.

Changes to Boxley Parish Council Requirements

The Boxley Parish Council shall notify the successful Tenderer of any material change to Boxley Parish Council's requirement under this Contract.

The successful tenderer shall use its best endeavours to accommodate any changes to the needs and requirements of Boxley Parish Council provided it shall be entitled to payment for any additional costs it incurs as a result of any such changes.

The amount of such additional costs to be agreed between the parties in writing.