

3 May 2023



To whom it may concern

Invitation to Tender Letter

Anstey Parish Council – Extension and Refurbishment of Community Centre at Jubilee Hall, Staddon Road, Anstey Leicester LE7 7AY

You are invited to submit a Fixed Price Tender for the Main Contract works for the extension and refurbishment of the Community Centre at Jubilee Hall, Staddon Road, Anstey Leicester LE7 7AY.

The invitation to tender the Main Contract will be hosted on Contracts Finder.

Please ensure that you are in receipt of all the tender documentation listed below.

1. Invitation to Tender Letter dated 3 May 2023 - HSSP Architects Limited
2. Work schedule document dated April 2023 - Addison Hunt, which includes:
 - Section 1: Preliminaries
 - Section 2: Contract Sum Analysis (all areas and summary)
 - Appendix A
 - List of Tender Drawings:
 - Architectural drawings – HSSP Architects Limited
 - Structural drawings – Dragon Structural
 - Drainage drawings – Dragon Structural
 - Topographical – Castle Surveys
 - Site investigation – Geodyne
 - Arboricultural – SPTC
 - Appendix B
 - Draft JCT ICD 2016 with Contractors Design
 - Appendix C
 - Pre-Construction Information dated May 2023 – HSSP Architects Limited
 - Appendix D
 - Trial Hole Details - TBL
 - Appendix E
 - Existing Drainage Information - TBL
 - Appendix F
 - Employer Sub-Contract Warranty
3. Tender Qualification Questionnaire (TQQ) dated May 2023 - HSSP Architects Ltd
4. Form of Tender – HSSP Architects Limited

You should visit the site to acquaint yourself with the project and surroundings – please contact HSSP Architects Limited to make arrangements.

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HSSP Architects Limited
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RIBA The RIBA logo, which consists of the letters 'RIBA' in a bold, serif font, followed by a stylized architectural symbol.

Chartered Practice

Directors:
N Cooper Dip Arch RIBA
J Botterill Dip Arch RIBA
R Cooper Dip Arch RIBA

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BA(Hons) Arch

Registered in England and
Wales at the above address

Company No. 06364232



The closing date for return of tenders is no later than **12 noon on Wednesday 7 June 2023**. Anstey Parish Council reserve the right to exclude any tenders received after this time.

A copy of the completed **TQQ** and **supporting information** detailed in Part H, **Contract Sum Analysis** and **Form of Tender** should be sent via email to the Clerk of Anstey Parish Council clerk@ansteypc.org by the closing date.

To confirm, the tenders will be reviewed on a best value basis and Anstey Parish Council will not be obligated to accept the cheapest tender. Anstey Parish Council may also call an end to the tender process at any time.

No costs incurred in pricing this tender will be recoverable from Anstey Parish Council in any scenario.

Please ensure that all information requested is submitted in support of your tender.

All questions or matters for clarification regarding this invitation to tender and the associated tender documents should be directed to the Contract Officers, as detailed in section 1.6 '*Queries about the procurement*' of the TQQ.

Yours faithfully

A handwritten signature in black ink, which appears to read 'Nick Cooper', is positioned below the 'Yours faithfully' text. The signature is fluid and cursive.

Nick Cooper
Director
HSSP Architects Limited