**Appendix A**

Form of Tender

(Please complete and return with your tender response)

**Form Of Tender**

**Project:** St Osyth Priory and Parish Trust

**Professional Service:** Multi-Disciplinary Design Team

**Name of Tenderer:**

**Please complete the following:**

1. Fee Offer
2. Fee
3. Resources
4. Impact of Budget Increases
5. Day Rates
6. Expenses and Disbursements
7. Offer Period
8. Declaration
9. Certificate of Bona Fide Tendering

I/ We, the undersigned, do hereby offer to execute and complete the above professional services in strict accordance with the Appointment Brief and the Schedule of Services for the lump sum and percentage fees outlined below. For clarity, fee basis to be as follows unless otherwise stated:

* Development Stage August 2025 – August 2026
* Delivery Stage January 2027 – March 2030 (including rectification period)

1. **Fee**

**Lump Sum Fee – Development Stage**

Development Stage (RIBA Stage 2) £

Development Stage (RIBA Stage 3) £

**Percentage Fee – Delivery Stage**

Delivery Stage (RIBA Stage 4 – 7)

Traditional single stage procurement with one contract excl. Interpretation, VAT, contingency and inflation  **%**

Delivery Stage (RIBA Stage 4 – 7)

Traditional two stage procurement with one contract excl. Interpretation, VAT, contingency and inflation **%**

Delivery Stage (RIBA Stage 4 – 7)

Traditional single stage procurement with two contracts excl. Interpretation, VAT, contingency and inflation **%**

**Fee Instalments**

|  |  |
| --- | --- |
| **Stage and Lump Sum Fee** | **Fee £** |
| RIBA Stage 2 – Architect incl. Conservation Advisor |  |
| RIBA Stage 2 – Principal Designer |  |
| RIBA Stage 2 – Contract Administrator |  |
| RIBA Stage 2 – Structural Engineer |  |
| RIBA Stage 2 – Mechanical and Electrical Engineer |  |
| RIBA Stage 2 – Lighting Designer |  |
| RIBA Stage 2 – Accessibility Consultant |  |
| RIBA Stage 2 – Fire Engineer |  |
| RIBA Stage 2 – Specialist Consultants |  |
| RIBA Stage 2 – Management and Maintenance Plan |  |
| RIBA Stage 2 – Conservation Management Plan |  |
| **Total** | **£** |

|  |  |
| --- | --- |
| **Stage and Lump Sum Fee Cont’d** | **Fee £** |
| RIBA Stage 3 – Architect incl. Conservation Advisor |  |
| RIBA Stage 3 – Principal Designer |  |
| RIBA Stage 3 – Contract Administrator |  |
| RIBA Stage 3 – Structural Engineer |  |
| RIBA Stage 3 – Mechanical and Electrical Engineer |  |
| RIBA Stage 3 – Lighting Designer |  |
| RIBA Stage 3 – Accessibility Consultant |  |
| RIBA Stage 3 – Fire Engineer |  |
| RIBA Stage 3 – Specialist Consultants |  |
| RIBA Stage 3 – Management and Maintenance Plan |  |
| RIBA Stage 3 – Conservation Management Plan |  |
| **Total** | **£** |

**Traditional Single Stage Procurement**

|  |  |
| --- | --- |
| **Percentage Fee** | **%** |
| RIBA Stage 4 (based on construction budget at the start of RIBA Stage 4) |  |
| RIBA Stage 5 (based on initial contract value) |  |
| RIBA Stage 6 (based on initial contract value) |  |
| RIBA Stage 7 (based on initial contract value) |  |
| **Total** | **%** |

**Traditional Two Stage Procurement**

|  |  |
| --- | --- |
| **Percentage Fee** | **%** |
| RIBA Stage 4 (based on construction budget at the start of RIBA Stage 4) |  |
| RIBA Stage 5 (based on initial contract value) |  |
| RIBA Stage 6 (based on initial contract value) |  |
| RIBA Stage 7 (based on initial contract value) |  |
| **Total** | **%** |

**Traditional Single Stage Procurement but with Two Contracts**

|  |  |
| --- | --- |
| **Percentage Fee** | **%** |
| RIBA Stage 4 (based on construction budget at the start of RIBA Stage 4) |  |
| RIBA Stage 5 (based on initial contract value) |  |
| RIBA Stage 6 (based on initial contract value) |  |
| RIBA Stage 7 (based on initial contract value) |  |
| **Total** | **%** |

Note that the appointed consultant shall produce a monthly payments schedule to be agreed with the Project Manager which reflects these figures (on a pro-rata adjustment).

1. **Resources (Development Stage Only)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Architect incl. Conservation Advisor** | **Resources (in Resource Days)** | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** |
| RIBA Stage 2 |  |  |  |  |  |
| RIBA Stage 3 |  |  |  |  |  |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  |
| **Total Resource (Resource Days)** | | | | |  |
|  | | | | |  |
| **Structural Engineer** | **Resources (in Resource Days)** | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** |
| RIBA Stage 2 |  |  |  |  |  |
| RIBA Stage 3 |  |  |  |  |  |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  |
| **Total Resource (Resource Days)** | | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Principal Designer** | **Resources (in Resource Days)** | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** |
| RIBA Stage 2 |  |  |  |  |  |
| RIBA Stage 3 |  |  |  |  |  |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  |
| **Total Resource (Resource Days** | | | | |  |
|  |  | | | | |
| **Contract Administrator** | **Resources (in Resource Days)** | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** |
| RIBA Stage 2 |  |  |  |  |  |
| RIBA Stage 3 |  |  |  |  |  |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  |
| **Total Resource (Resource Days)** | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Structural Engineer** | **Resources (in Resource Days)** | | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** | |
| RIBA Stage 2 |  |  |  |  |  | |
| RIBA Stage 3 |  |  |  |  |  | |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  | |
| **Total Resource (Resource Days)** | | | | | |  |
| **Mechanical**  **and**  **Electrical Engineer** | **Resources (in Resource Days)** | | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** | |
| RIBA Stage 2 |  |  |  |  |  | |
| RIBA Stage 3 |  |  |  |  |  | |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  | |
| **Total Resource (Resource Days)** | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lighting Designer** | **Resources (in Resource Days)** | | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** | |
| RIBA Stage 2 |  |  |  |  |  | |
| RIBA Stage 3 |  |  |  |  |  | |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  | |
| **Total Resource (Resource Days)** | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Accessibility Consultant** | **Resources (in Resource Days)** | | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** | |
| RIBA Stage 2 |  |  |  |  |  | |
| RIBA Stage 3 |  |  |  |  |  | |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  | |
| **Total Resource (Resource Days)** | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fire Engineer** | **Resources (in Resource Days)** | | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** | |
| RIBA Stage 2 |  |  |  |  |  | |
| RIBA Stage 3 |  |  |  |  |  | |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  | |
| **Total Resource (Resource Days)** | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Specialist Consultants** | **Resources (in Resource Days)** | | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** | |
| RIBA Stage 2 |  |  |  |  |  | |
| RIBA Stage 3 |  |  |  |  |  | |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  | |
| **Total Resource (Resource Days)** | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Management**  **and Maintenance Plan** | **Resources (in Resource Days)** | | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** | |
| RIBA Stage 2 |  |  |  |  |  | |
| RIBA Stage 3 |  |  |  |  |  | |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  | |
| **Total Resource (Resource Days)** | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Conservation Management Plan** | **Resources (in Resource Days)** | | | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** | **Total Resource Days** | |
| RIBA Stage 2 |  |  |  |  |  | |
| RIBA Stage 3 |  |  |  |  |  | |
| **Resource Sub Totals (Resource Days)** |  |  |  |  |  | |
| **Total Resource (Resource Days)** | | | | | |  |

1. **Impact of Budget Increase**

Please confirm the impact on fees if the scope remains the same but the overall estimated budget for works increases by 20%:

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**2.0 Day Rates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Consultant** | **Rate (£/day)** | | | |
| **Director/ Partner** | **Senior Consultant** | **Consultant** | **Assistant/ Technician** |
| Architect incl. Conservation Advisor |  |  |  |  |
| Principal Designer |  |  |  |  |
| Contract Administrator |  |  |  |  |
| Structural Engineer |  |  |  |  |
| Mechanical and  Electrical Engineer |  |  |  |  |
| Lighting Designer |  |  |  |  |
| Accessibility Consultant |  |  |  |  |
| Fire Engineer |  |  |  |  |
| Specialist Consultants |  |  |  |  |
| Management  and Maintenance Plan |  |  |  |  |
| Conservation Management Plan |  |  |  |  |

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified.

Your fee offer and all day rates are to be based on a 7.5 hour day and are to include allowance for disbursements but to exclude VAT.

**3.0 Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges). The percentage allowed for expenses within the fee offer above is \_\_\_\_\_\_\_\_\_\_ %

**4.0 Offer Period**

This tender/offer is to remain open for a period of 16 weeks from the date fixed to the return of tenders.

**5.0 Declaration**

Dated this day of

Name of the lead firm or company

Address

Contact Tel Nr

Contact Fax Nr

Contact E-mail address

Signature

Name

Capacity in which sign

No undertaking is given to accept the lowest or any tender.

**6.0 Anti-Fraud and Bribery Statements**

## Certificate of Non Canvassing

I/We hereby certify that I/We have not canvassed or solicited any Member, Officer, Employee, Agent or Contractor of the Business in connection with the award of this Bid or any other Bid or proposed Bid for the Services and that no person employed by me/us or acting on my/our behalf has committed any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any Member, Officer, Employee, Agent or Contractor the Business in connection with the award of this or any other Bid or proposed Bid for the provision of Services and that no person employed by me/us or acting on my/our behalf will commit any such act.

I/ We acknowledge that if we have acted or act in contravention of this Certificate of Non Canvassing then the Business shall be entitled to reject our response to this invitation to bid, or any subsequent bid, or after award of any contract pursuant to this bid process may rescind that contract, and that if such rejection or rescission occurs we will indemnify the Business in full against all loss and expenses arising out of or in connection with such rejection or rescission

Form Completed by:

Signed(1):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed(2):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Conditions of Bona Fide Bid

We certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of the bid or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

We also certify that we have not done and undertake that we will not do at any time any of the following acts:

* Communicating to a person other than the Business the amount or approximate amount of our proposed Bid (other than in confidence in order to obtain quotations necessary for the preparation of the Bid or for any insurance purposes);
* Entering into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted;
* Offering or agreeing to pay or give or paying or giving any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the Services any act or omission;
* commit an offence under the Prevention of Corruption Acts 1889 to 1916;
* commit an offence under the Bribery Act 2010.

In this certificate, the word “person” includes any person, body or association, corporate or unincorporated and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

We acknowledge that if we have acted or act in contravention of these Conditions of Bona Fide Bid then the Business shall be entitled to reject our bid, or after award of any contract pursuant to this bid process may rescind that contract, and that if such rejection or rescission occurs we will indemnify the Business in full against all loss and expense arising out of or in connection with such rejection or rescission.

Form Completed by:

Signed(1):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed(2):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_