

KIRBY MUXLOE PARISH COUNCIL

Parish Council Office

Station Road

Kirby Muxloe

Leicester

LE9 2EN

Tel - 0116 2386408

Email - admin@kirbymuxloeparishcouncil.org.uk

Web - www.kirbymuxloe-pc.org.uk



QUOTATION FOR REFURBISHMENT AND MODERNISATION WORKS

To Whom It May Concern

We shall be pleased to receive your keenest quotation for the refurbishment and modernisation works to:

'The Byways'
11 Court Close
Kirby Muxloe
Leicestershire
LE9 2DD

Your quotation is to include the works specified in the Schedule of Work, inclusive of all labour, material and plant, comply with all relevant Local Authority rules/regulations, removal of all surplus material, groundworks, service works and connections to existing mains, site access and storage facilities.

All works are to be in accordance with the following documentation:

1. Proposed Layout and Elevations
2. Tender Documents, which includes Preliminaries, Specification and Schedule of Work
3. Pre-Construction Information Pack

The site location is:

The Byways
11 Court Close
Kirby Muxloe
Leicestershire
LE9 2DD

PLEASE NOTE THE FOLLOWING:

1. Dayworks, Extras and Variations
No work deemed as 'extra over' to the standard agreed works items are to be undertaken without the express written authorisation of the appointed Clients agent.
Such claims for payment will be negotiated.
2. Retention
All interim payments will be full sum less 5% retention unless otherwise agreed in writing.

Subject to the Contractor completing all remedial works that may be required, 50% of such retention shall be released to the Contractor upon satisfactory completion of the works and the balance shall be released to the Contractor upon satisfactory completion of the period or maintenance.

Retention will only be released upon the receipt of a written request from the Contractor stating the amount to be released.

3. In order to receive payment, the Contractor must possess a valid HMRC Registration Number. A copy of which must be presented at the Pre-Order Meeting.
4. Your tender must be accompanied by proof of Public Liability insurance to the value of £5,000,000 (five million pounds.) **YOUR TENDER WILL NOT BE CONSIDERED WITHOUT THIS DOCUMENT**
5. Your tender must also be accompanied by proof of Employers Liability insurance to the value of £5,000,000 (five million pounds.) **YOUR TENDER WILL NOT BE CONSIDERED WITHOUT THIS DOCUMENT**
6. Any queries should be directed to the contact stated below before submitting your tender, as no claims for want of knowledge will be entertained.
7. The Contractor shall provide a copy of their VAT registration number and documentation with the tender. **YOUR TENDER WILL NOT BE CONSIDERED WITHOUT THIS DOCUMENTS**
8. **IMPORTANT** – The successful Contractor is to provide a comprehensive construction Phase Plan to include your Company's Safety Policy, specific site Risk Assessment/Method Statement and to demonstrate compliance with the Construction (Design and Management) Regulations 2015. This information is to be submitted two weeks prior to works commencing.
9. Your tender must also be accompanied by a schedule of daywork rates for both labour and materials.
10. The execution of the works should be in accordance with the conditions specified herein and attached. Any orders placed will be on such conditions unless the same are expressly agreed by us in writing.
11. **YOUR TENDER MUST BE**
 - i. Returned to the address stated below on or before 29th April 2019
 - ii. Fixed price for 6 months from the date of your quotation
 - iii. Inclusive of all necessary labour, material and plant (if applicable)
 - iv. Include a full Bill of Quantities
 - v. Include a programme of works with proposed start and finish dates

If you require any further information or guidance, please do not hesitate to contact the undersigned.

Yours sincerely



Rachel Atkinson

On behalf of Kirby Muxloe Parish Council