**Unity in Community – 372 Greenwood Avenue FAQ’s**

**What is the procurement process?**

Open level –any organisation can apply.

**Why is the tender process so formal?**

This is to ensure that the process is handled in a fair and consistent manner. We will ensure consistency in the information provided to contractors and in the way in which we communicate with them.

**We are unable to make a site visit, should we still tender?**

If you are unable to make a site visit, we may be able to accommodate you at another time. If you e-mail info@unityincommunity.org.uk we will endeavour to accommodate you at a convenient time.

**We are unable to start the works on the advertised date, can we still apply?**

You are welcome to apply, however, this may have an impact on the scoring of your tender. The weighting of which can be found in the specification

**We have some questions we would like answering, can we meet to discuss these?**

In the interest of fairness, openness and equality we are unable to accommodate private meetings. Please direct any questions in writing to dennis@unityincommunity.org.uk, alternatively post your question with a return address to:

*Dennis Woods
Unity in Community,
501 Endike Lane,
HU6 8AQ*

**My pricing exceeds the ceiling budget in the specification, should we still apply?**

All prices that exceed the budget will be considered non-compliant and will not be scored.

**What happens if I miss the advertised deadline?**

We are unable to score late applications and extensions cannot be given

**How do I upload my tender documents?**

The completed Tender and associated documents must be submitted via to e-mail to tenderapplications@unityincommunity.org.uk by no later than 29:59 on Wednesday 19th August 2020. Any tenders that are submitted incomplete will not be considered.

All questions relating to the tender must be submitted in writing, via e-mail to dennis@unityincommunity.org.uk, alternatively post your question with a return address to:

*Dennis Woods
Unity in Community,
501 Endike Lane,
HU6 8AQ*

All answers to questions received will be published on [www.unityincommunity.org.uk/tenderfaq](http://www.unityincommunity.org.uk/tenderfaq). This will help ensure an open and fair tender process.

Any questions that may give an advantage to a particular bidder will be immediately published on [www.unityincommunity.org.uk/tenderfaq](http://www.unityincommunity.org.uk/tenderfaq)

Unity in Community will endeavour to answer questions relating to this tender within 2 working days. The final date for questions is **Friday 7th August 2020.**