**Tender Clarifications Provided**

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| **Question** | **Response** |
| Is there a pricing schedule? Or do you wish for the below within my return.  *6.4 Cost Breakdown*   * 1. *Detailed pricing schedule including: Site preparation*   2. *Materials*   3. *Labour*   4. *Equipment hire*   5. *Disposal costs*   6. *Any additional or optional items*   7. *Clear indication of VAT and any exclusions*   Is there any other documents relating to the works? As I have only been provided the attached. | It is the cost breakdown that we need, and the document that you have is what we have available – it should contain all the information you need but if you have specific questions please don’t hesitate to get in touch. |
| What waste removal will be required? | Any material from the garden side, we can repurpose, but any waste from the carpark / disabled parking / tarmac area will need to be disposed of off site. |
| Do you usually let everyone know who gets the job and who doesn’t once a decision’s made? | We will let everyone know if they are successful or not with the tender and the scoring information will be available. |
| Please can I request an extension of time till Friday 1st August? | I am afraid that we are unable to offer extensions as we have a tight deadline to complete the works with our funding and so the deadline will need to remain at 5pm on Monday 28th July. |
| Please can you specify what is meant by ‘improve existing surface’.  Assumed this would be patch repairs? | Yes, there is an existing access road from the carpark to reception that needs patch repairs and the camber to be reduced. |
| 1. Whether there are any **retention amounts** applied to the contract. 2. The **payment terms and schedule** expected upon award of the contract. | Whilst we have not dictated any payment or retention terms within the ITT, as a Charity organisation in receipt of a grant funded project we do expect to be permitted a credit account.  We are happy to discuss payment terms with the contractor on award of contract.  However, whilst there may be a need to make payment of some materials in advance, we would not expect to pay for works/labour in advance.  The Trust undertakes 2 payment runs per month (other than in December) and are unable to make payments outside of these scheduled dates. |