**T2 – Form of Tender ANNEX 3**

**WORKS: EGYPT GALLERY – LARGE & HEAVY OBJECT MOUNT AND INSTALLATION**

# AT: WORLD MUSEUM LIVERPOOL, WILLIAM BROWN ST, LIVERPOOL, L3 8EN

To: The Executive Director of Finance

National Museums Liverpool

127 Dale Street

Liverpool

L2 2JH

Sir,

Having examined the Instructions to Tenderers and drawings for the above works, I/We do hereby offer to execute and complete the whole of the Works in accordance with the details and the Conditions of Contract as described therein for the sum of

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and will commence work within weeks from acceptance of tender and complete the works within a further weeks.

N.B. the Tenderer must not allow for Value Added Tax in the total amount of his Tender.

We understand that NML is an exempt charity and that in certain circumstances may not be in a position to reclaim VAT. We agree to work within any VAT reclamation strategy set out within the tender document, or subsequently agreed, aimed at minimising the VAT cost associated with the work.

The contractor will be deemed to have allowed in his tender for all incidental administrative costs and expenses which he may incur thereby.

I/We also agree that this Tender shall remain open for acceptance for three months from the closing date for receipt of Tenders.

I/We declare that we are not parties to any agreement or arrangement to communicate the amount of our proposed Tender to any other person and that we have not adjusted the amount of our proposed Tender in accordance with any agreement or arrangement to do so made with any other person.

Contractor's Name

Address

Tel No

Signature Position

Dated this of 20

**NB.** The Tender must be returned by email to [Tenders@Liverpoolmuseums.org.uk](mailto:Tenders@Liverpoolmuseums.org.uk) to arrive before **12 NOON on WEDNESDAY 15 FEBRUARY 2017.**

**ANNEX 3A**

INSTRUCTIONS TO TENDERERS

1. Tenderers shall treat the details of the tender documents as private and confidential.
2. The Tenderer is required to acknowledge receipt of the documents having checked to ensure the documents are complete and no pages are missing or duplicated.
3. The Tender should be made on the Form of Tender incorporated in the tender documents. It should be signed by the Tenderer and returned together with a completed copy of the Bills/Specification/Programme where required.
4. Tenders should be sent in the sealed envelope provided and not bearing any marks of formal identification so as to arrive not later than the date stated in the letter of invitation accompanying these documents.
5. No unauthorised alteration should be made to the Form or Tender or any component of the tender documents.
6. No tender received after the fixed date/time shall be considered.
7. Tenders must be submitted strictly in accordance with the tender document i.e. without qualification. Any point of doubt should be cleared with the Employer/Architect as appropriate.
8. The Employer is not bound to accept the lowest or any tender.
9. The successful Tenderer will be required to produce for examination before the contract is signed all Insurance Policies that are relevant to the contract.