

1.00 Contractor instructions

01: DATE AND TIME FOR RECEIPT OF TENDERS

Your tender must be submitted in hard copy or via email and shall be addressed to: SMG Architects, Willow House, 9 Willow Lane, Norwich, Norfolk, NR2 1EU or wild@smg-architects.co.uk. Your tender shall be returned not later than 12 noon on Friday 8th November 2019. Tenders received after this time/date will be disregarded from the Tender Process.

02: INFORMATION TO BE SUBMITTED

The completed Form of Tender – **price and programme details** – must be placed in the white envelope provided and sealed. There must be no further markings on the envelope. This sealed envelope must then be posted/delivered within the outer envelope (also provided) to the address as detailed within point 1 above.

03: ACCEPTANCE OF TENDERS

The Employer and his representatives offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted, nor will they be responsible for any costs incurred in the preparation of any tenders.

04: TENDERING PROCEDURE

This will be in accordance with the principles of the 'JCT Practice Note – Tendering 2012' current at the Date of Tender. Notwithstanding the 'JCT Practice Note – Tendering 2012', no payments will be made for any costs incurred in the preparation of the tenders.

05: INABILITY TO TENDER

If the Contractor cannot tender for any parts of the work as defined in the tender documents or needs further clarification they must inform SMG Architects as soon as possible during the tender period defining the relevant parts and stating the reason for their inability to tender.

06: SUBMISSION OF WORKS SCHEDULE

Upon receipt of a request from the Architect the Tenderer must submit within five days a copy of their detailed Work Schedule to support his submitted Contract Sum Analysis fully priced and moneyed out to agree with the total of his tender. The request shall not constitute or imply acceptance of the tender.

07: PRICING OF THE TENDER DOCUMENTS

Alterations and qualifications to the Tender Documents must not be made without the written consent of the EA. Costs relating to items in the Tender Documents which are not priced in the Contractor's detailed and quantified Schedule of Rates will be deemed to have been included elsewhere in the said Schedule of Rate.

08: PRICING PRELIMINARIES

The Contractor must submit a detailed build- up of his pricing of the Preliminaries.

09: ERRORS IN PRICED DOCUMENTS:

Will be dealt with in accordance Alternative Two of the JCT Practice Note – Tendering 2012, current at the Date of Tender.

10: PERIOD OF VALIDITY:

Tenders must remain open for consideration (unless previously withdrawn) for not less than 12 weeks from the date fixed for the submission or lodgement of tenders. Attention is drawn to the wording of the Form of Tender and to the further conditions contained therein.

11: AN OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN:

Must be submitted within four days of request. The request shall not constitute or imply acceptance of the tender.

12: PROGRAMME:

The Contractor must state his period for completion on the Form of Tender where requested.

13: CASHFLOW FORECAST:

Not required.