

**Tender Brief**

for

**The Harlington Condition Survey**

## Tender Deadline 1200 noon on Tuesday 19 March 2019

**INSTRUCTIONS TO TENDERERS**

**Submission of Tender**

Six copies of the tender and accompanying documents as well as electronically by USB Memory Stick to be submitted by the Tender dead line. Please place the following into a separate envelope for independent evaluation:

1. Schedule 2 - Pricing Document (Bill of Quantities)
2. Form of Tender (Pricing Schedule)
3. Anti Collusion Certificate
4. Public Liability Insurance Policy/current renewal notice
5. Employers Liability Insurance Policy/current renewal notice
6. Professional Indemnity Insurance Policy/current renewal notice
7. Health & Safety Policy – front cover and index only
8. Equality Policy

**Tender Deadline:**

The deadline for receipt of tenders, both hard and soft copies is 12.00 on Tuesday 19 March 2019. Tenderers shall ensure that their tender arrives on time. No tender will be accepted if it is received after the stated arrival time under any circumstances

**Tenders**

The Council does not bind itself to accept the lowest price or any tender. The Tenderer shall not have any claim for expenses incurred in the preparation of a quote

**Building Viewing and Bidders Morning**

Tenderers are invited to attend a Building Viewing and Bidders’ Morning on Monday 4th March at 10am to be held at The Harlington, 236 Fleet Road, Fleet GU51 4BY. This will enable Tenderers to familiarize themselves with the building and the opportunity to ask questions regarding the project.

Contractors tendering do so at their own cost and their tender shall remain open for acceptance for a period of 90 days after the due date for submission.

**General**

The Contractor should note that after the submission of his/her tender he/she may be required to attend an interview at the Council’s office to explain his/her tender proposals including the methods of investigation, the overall program and proposed management of the project.

The Tenderer will supply a fixed price Tender.