

The Almonry, High Street, Battle, East Sussex **Instructions to Tenderers**

Tenderers are required to comply with the following instructions as part of the tender submission. Tenders not submitted in accordance with the following requirements may not be considered.

Submission Format & Deadline

We require the tender submission documents scheduled below to be submitted as follows:

Format: Two hard copies and one electronic copy (memory stick) with completed documents to be issued by post to the following address:

Battle Town Council
The Almonry
High Street
Battle
East Sussex
TN33 0EA.
FAO: Carol Harris

The Envelope shall be clearly marked as follows:

‘The Almonry Development Tender Submission’

Deadline: No later than Noon Monday 02nd March 2020

Tenders not submitted by the deadline, in the correct format or containing the required documents may be rejected.

Submission Documents

As part of your submission tenderers are required to complete and provide the following:

1. Form of Tender completed and signed as indicated.
2. Non-collusion statement completed and signed as indicated.
3. Tender Qualification Questionnaire (TQQ) completed as directed.
4. Tender Pricing Schedule – fully completed to match the sum stated on the Form of Tender.
5. Tender programme with confirmed duration to match preliminaries pricing and to match the Form of Tender.
6. Preliminaries breakdown within tender pricing schedule.

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7. Proposed list of potential value engineering options / alternatives as directed in the tender pricing schedule.
8. Contractors proposals for contractor design portions (CDPs)
9. Schedule of proposed subcontractors
10. Method statement for executing the works with focus on conservation, water ingress prevention, site logistics and the general public, Health & Safety, M&E coordination, quality management systems and control.

Tender Communications

All correspondence during the tender process is to be directed as follows by email:

Primary Email: d.dangerfield@bladeconsulting.co.uk
CC Email 1: s.oregan@bladeconsulting.co.uk
CC Email 2: l.carter@bladeconsulting.co.uk
CC Email 3: ciaran@jdcarchitects.co.uk
CC Email 4: clerk@battletowncouncil.gov.uk

Site Visits

We recommend that tenderers visit site prior to submitting tenders to familiarise with the nature of the building and to fully appreciate the nature of the site and logistics to enable methodology to be fully considered as part of the tender. Errors or omissions in the tender arising from failure to visit site during the tender process will not be considered.

To make arrangements for site visits please contact Battle Town Council as per the contact details stated below so the necessary access arrangements can be made.

Battle Town Council Offices

Address:

Telephone

Contact:

Title:

The Almonry, High Street, Battle, TN33 0EA

01424 772 210

Carol Harris

Town Clerk

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Requests for Information / Queries

Requests for information during the tender process are to be issued to recipients as detailed above under 'Tender Communications'.

Tenderers are required to schedule any queries or information required in an editable excel format to be issued as soon as possible during the tender process but no later than Monday 17th February 2020 to enable sufficient time ahead of the submission date for queries to be confirmed and incorporated within the tender.

Requests for Information can be raised at any point during the tender process up to a cut -off date of 17th February 2020 to enable sufficient time for them to be discharged ahead of the submission deadline. Queries received after this date may not be considered

Tender Pricing Schedule

Fixed Price

Tenderers are required to fully review the tender pricing schedule, check and adjust the quantities as necessary and add / include any other items that may be indicated within the tender documentation within the spaces provided on the tender pricing schedule to complete the tender sum being offered on a fixed price lump sum basis and free of arithmetic error or omission. Tenderers must fully check and ensure that the notes, forming part of the tender pricing schedule and within each section are fully considered as part of the submission.

Line Items

To assist in the tender review process the tender pricing schedule is to be completed as fully as possible with each line item priced.

Overheads and Profit

Overheads and Profit is to be clearly identified with the declared stated % on the summary page and is not to be included within the rates.

Tender Qualifications

Tender qualifications are to be clearly set out as part of the submission if for any reason the tender documents and information contained therein are not being complied with as part of the pricing. Where items are not qualified the it will be taken that the tender sum includes for the works detailed within the tender documentation.

Provisional Sums / PC Sums / Provisional Quantities

PC Sums

PC Sums stated within the tender pricing schedule are nett supply only and the remainder of the tender is to include all necessary waste, preliminaries, attendance, overheads and profit associated with this item.

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Provisional Sums

Provisional Sums listed in the relevant section are deemed to include the work item, attendance, preliminaries and overheads and profit.

Provisional Quantities

Where provisional quantities have been indicated within the tender pricing schedule the quantities are to subject to remeasure once the extent has been defined.

Contractor Provisional Sums

Where tenderers need to include provisional sums within their tender please annotate them clearly as 'Contractor Provisional Sum' to assist in the review process. Where such items are added in the pricing these are deemed to be prime cost of the work and associated attendances with the overheads and profit to be added on these items on the tender summary as if they are priced work items.

Contractor Design Portions (CDPs)

The following elements / work sections are to be Contractor Design Portions (CDPs) for the purpose of the tender submission:

1. Mechanical services
2. Electrical services

Tenderers are required, using the information contained within the tender package (deemed to be the brief) to prepare and submit contractors proposals for the stated work sections clarifying the specification and proposed work section including consideration to all other elements within the building.

Tender Selection and Interviews

Following analysis of the tenders received post tender interviews will be arranged as required. It is not guaranteed that the lowest tender will be selected or that all tenderers will be invited to interview.