

Glenn Ball RIBA
Chartered Architect
6 Castle Drive
Kemsing
Sevenoaks
Kent TN15 6RL

04 MAR 2019

Dear Tenderer.

1st March 2019

Re:- Former Red Cross Hall, Bradbourne Vale Road TN13 3QG

Following your acceptance of the invitation to tender for the above, I now have pleasure in enclosing the following on the portal

- 1) A copy of the materials and workmanship specification. This Includes:-
Details of the JCT contract particulars, various appendices relating to the project, and a copy of the site survey/ existing drawings, and proposed details including plans, elevations and section.
A copy of the Engineers details/drawings.
- 2) A copy of the form of tender.
- 3) A copy of the Tender/Contract sum analysis. To be completed in full to be accepted.

Will you please also note:

The site may be inspected solely by prior arrangement with the Architect.
Tendering procedure will be in accordance with the principles of the NJCC 'Code of Procedure for Single Stage Selective Tendering' 1996.

INSTRUCTIONS FOR TENDER RETURN

One copy of the Tender/ Contract sum analysis, to be filled in completely and returned with the form of tender. (Tenders received without the analysis fully completed could be disregarded).

The completed form of tender and the priced Tender/ Contract sum analysis is to be sealed in an envelope provided and delivered or sent by post to reach Glenn Ball of the address above not later than 12 noon on the 5th April 2019 (05/04/19). Could I ask that you only tender for this project if you can complete the works before the 30th September 2019. Preferably by the 9th September 2019.

This is assuming a start date of 1st June 2019 is given, and a 118 week contract period finishing on 30th September 2019.

If you feel that this is not achievable, please do not proceed with tendering for this project. Will you please acknowledge in writing or email to glennmartinball@hotmail.co.uk that you are going to proceed to tender for this project and you have received this the full information and enclosures and confirm that you are able to submit a tender in accordance with these instructions.

Yours faithfully.

Glenn Ball Chartered Architect
01732 761629 07974 870431
cc. File
Tenders
Client

FORM OF TENDER

FOR:- Business Hub.
AT:- Former Red Cross Hall, Bradbourne Vale Road. TN13 3QG
TO:- Sevenoaks Town Council.
C/o Glenn Ball
Chartered Architect
6 Castle Drive
Kemsing
Sevenoaks TN15 6RL

TO BE RETURNED NO LATER THAN 12 NOON *5th April 2019 (05/04/19)*

I/We, having read the Conditions of Contract and Specification downloaded from the portal to me/us, and having examined the drawings referred to therein, do hereby offer to execute and complete in accordance with the Conditions of Contract the whole of the works described within.....weeks (or sooner if you can if possible please state.....)for the total sum which is a collection of the
:

£.....VAT inclusive (as the tender sum analysis).

Words.....
.....
.....

This tender is fixed price, inclusive of VAT and remains open for consideration for a period of 12 weeks from the date fixed for the submission of Tenders.

I/We understand that neither the lowest, nor any Tender, will necessarily be accepted.

I/We have completed the tender sum analysis in full, with each individual amount entered.

I/We agree to commence work on site within weeks of acceptance of this Tender.

Dated this.....day of.....2019

Name of Contractor.....

Address.....
.....

Signature.....