

Invitation to Tender

Title: MOD 2 Enabling Works Project

Project: Alterations to office layouts in Modular Building 2

Date: 01 March 2023

Procurement: John Nixon

Owner: Anthony Clarke

Client: The Pirbright Institute

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1. Procurement Timetable

Opportunity Notice Published through Contract Finder	1st March 2023
Invitation to tender uploaded to the Opportunity Notice	1st March 2023
Visits to site to be arranged through Mark Kaye on mobile 07976345549 or mark.kaye@pirbright.ac.uk	Site visits on 7th and 8th March only
Deadline for receipt of questions relating to the tender	14:00 28th March 2023
Answers to questions circulated	14:00 30th March 2023
Tender submission deadline	14:00 11th April 2023
Notification of evaluation result	17th April 2023
Invite to present tender (top three scored submissions)	24th April 2023
Award of Contract	2nd May 2023
Contract Commencement	9th May 2023

2. About us

The Pirbright Institute is a unique national centre that works through its highly innovative fundamental and applied bioscience to enhance the UK capability to contain, control and eliminate viral diseases of animals and viruses that spread from animals to humans. We thereby support the competitiveness of UK livestock and poultry producers, and improve the health and quality of life of both animals and people.

The Institute employs around 350 staff plus research students and visiting scientists, and has recently moved to one campus in Pirbright, Surrey, where investment by BBSRC has resulted in a redevelopment of the site and the construction of a high level containment facility – the BBSRC National Virology Centre: The Plowright Building and a SAPO level two facility, BBSRC National Vaccinology Centre: The Jenner Building

2.1 Our mission:

To be the world's leading innovative centre for preventing and controlling viral diseases of livestock.

2.2 Our vision:

Apply scientific research to prevent and control viral diseases, protecting animal and human health and the economy.

2.3 Our values:

The Pirbright Institute and its staff takes pride in being a world-class organisation where knowledge, expertise, facilities, professional excellence and rigorous academic, biosafety and ethical standards combine to generate global health and economic impacts. Our values include:

Passion – for the highest quality standards, delivery and performance

Reliability – in everything we do - leadership, learning, biosecurity, problem anticipation and containment of unexpected events

Innovation – is the driving force behind our fundamental and applied science. Our work is positioned at the cutting edge of science to deliver solutions for global good

Dignity and respect – we respect and trust all in our diverse community

Excellence – we aim to deliver the best in all aspects of our work including health, safety, biosafety, scientific research, customer service and protecting the environment.

3. Specification

The Provision of Builders work, mechanical and electrical services to reorganise the current office layout in a Modular Building known as MOD2 including alterations to the wet Central heating system, provision of a new HVAC unit, alterations to office layouts, construction of a new partition wall and alterations to associated electrical and data services

4. Scope of Works

The tenderers will need to be able to demonstrate the following:

A strong and current track record of working with a scientific research organisation of a similar size / nature within this specialist field in which they are tendering.

The ability to deliver, supply and manage a multidiscipline work force for a straightforward office alteration project

As part of the tender process, contact details will be taken up of three client referees in support of the points above.

5. Tender Submission Requirements

Tenderers should submit the following information/documents as part of their proposal:

- Introduction to company.
- Examples (up to 3) of previously delivered projects of a similar nature.
- Details of the delivery team including previous experience.
- Completed supplier pre-qualification survey (see appendix A).

6. Tender Submission & Clarifications

Name	Position	Email & Telephone
John Nixon	Procurement Buyer	Procurement.department@pirbright.ac.uk 01483 232411

- Tenders to be submitted to PirbrightTenders@pirbright.ac.uk

7. Evaluation of Tendering Responses

In addition to the general criteria, once received all submitted tenders will be evaluated by the Pirbright Institute Security Team and Procurement.

Evaluation will take the form of scoring as detailed set out below.

Clarifications will be sought where required before scoring is performed.

#	Evaluation Criteria		Weight
1	Essential criteria		65%
	1.1	Your Company and Staff must hold or intend to hold at the time of Contract go live, CRB checks, Screening for Animal Rights Affiliations, First Aid Certificates, Contractor Scheme Licenses or equivalent and on-going training and development	10%
	1.2	Please provide details of how you intend to manage and resource the day to day running of this Contract. Please include a full and detailed proposal for the numbers and types of staff required for you to deliver the contract and which elements will be undertaken by onsite / offsite and subcontracted staff.	10%
	1.3	provider must provide a detailed pre and post contract migration/mobilisation plan to include all major milestones to include details of where customer involvement/input will be required on the requirements.	20%
	1.4	Provide comprehensive details of how you will manage business continuity issues specific to the provision of this contract; in particular please provide a plan of how you would manage the fulfilment of the contract requirement in times of adverse weather, bearing in mind that the site is fairly rural in location.	20%

#	Evaluation Criteria		Weight
	1.5	The provider shall outline how they would operate this Contract and are invited to Outline their Technical abilities to perform this contract to the specifications.	5%
	1.6	Please provide a training plan for a new employee with details of core training/induction requirements and also details of how this training plan will be managed and by whom. Please confirm all employees will be appropriately trained	5%
3	Price	Tenderers should define the cost of design and delivery.	30%
	Essential + Price		100%

Score		Definition
0	Non-compliant	No response or partial response and poor evidence provided in support of it. Does not give the awarding committee confidence in the ability of the Bidder to deliver the Contract.
1	Weak	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
2	Minor reservations	Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.
3	Good	Response is comprehensive and supported by good standard of evidence. Gives the awarding committee confidence in the ability of the Bidder to deliver the contract. Meets the awarding committee's requirements.
4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives the awarding committee a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the awarding committee's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives the awarding committee a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the awarding committee's requirements in most respects.

The awarding committee will invite the top three scoring tenders to present their bids. The invitation to present will outline any additional questions the awarding committee has with regard to the tenders bid. The invitation will also include a brief on the information that the presentation should cover.

The Pirbright Institute intends to award any contract based on the most economically advantageous based on the award criteria provided as part of the tender documentation. The Pirbright Institute reserves the right to award all or none of the business described.

8. Proposed Contract

NEC 3 Option A

9. Confidentiality

By submitting a tender proposal in response to this ITT the tenderer is agreeing to the following: All information supplied to you by The Pirbright Institute, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender Response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Customer Organisation has given express written consent to the relevant communication.

This ITT and its accompanying documents shall remain the property of The Pirbright Institute.

The Pirbright Institute reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Customer Organisation. The Pirbright Institute further reserves the right to publish the Contract once awarded and/or disclose Information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Customer Organisation in accordance with such rights reserved by it under this paragraph.

The Freedom of Information Act 2000 ("FOIA"), the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to The Pirbright Institute (together the "Disclosure Obligations").

You should be aware of The Pirbright Institute's obligations and responsibilities under the Disclosure Obligations to disclose information held by The Pirbright Institute. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by The Pirbright Institute under the Disclosure Obligations, unless The

Pirbright Institute decides that one of the statutory exemptions under the FOIA or the EIR applies. If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, you must provide clear and specific detail as to:

- The precise elements which are considered confidential and/or commercially sensitive.
- Why you consider an exemption under the FOIA or EIR would apply.
- The estimated length of time during which the exemption will apply.

The use of blanket protective markings of whole documents such as "commercial in confidence" will not be sufficient. By participating in this Procurement Process you agree that The Pirbright Institute should not and will not be bound by any such markings.

In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that The Pirbright Institute accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to The Pirbright Institute, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to The Pirbright Institute on the basis that it may be disclosed under the Disclosure Obligations if The Pirbright Institute considers that it is required to do so and/or may be used by the Customer Organisation in accordance with the provisions provision of this ITT.

Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with The Pirbright Institute’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on The Pirbright Institute’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

10. Appendices

Appendix A – Supplier Pre-Qualification Questionnaire

Appendix B – Pricing Schedule

Appendix C – Proposed Contract

Appendix D – Specification documentation, drawings, and quotes

Appendix E – Form of Offer

Appendix A – Supplier Pre-Qualification Questionnaire

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

Dear Sir/ Madam,

Our organisation aims to deliver a high quality of service, in a way that protects the personal information of stakeholders, personnel and partners whilst endeavouring to ensure that we can provide ongoing confidentiality, integrity and availability of our information systems, protecting the health and future wellbeing of all our stakeholders.

From time to time we need to reassure ourselves that the approach adopted by our partners reflect our values and how we manage aspects such as quality, information security, data privacy etc. As one of our main suppliers, we have identified that we may pass personal information to you and/ or have a dependency on the products or services that you supply to us. It is also important that we take precautions to ensure that where we share data, we ensure that it is managed appropriately, kept secure, and not shared with other 3rd parties without our knowledge.

You may complete this questionnaire electronically. Please complete and answer all questions as comprehensively as possible. If space is insufficient, please continue on a separate sheet of paper and append to the questionnaire. Where policies, certificates, etc. are requested, a link to your website may be provided. If you have any questions, then please forward these to our procurement@pirbright.ac.uk.

Part 1 Details		New <input type="checkbox"/> Existing supplier <input type="checkbox"/>	
Company Details			
Company Name:			
Company Address:			
Company Registration No:			
Registered Office Address:		VAT No:	
Telephone No:		Fax No:	
Email address:			
Number of Employees:			
Type of Organization: e.g. PLC, Limited Company, LLP, Other, Partnership, Sole Trader (Please Specify)			
Services/ product/ equipment provided to The Pirbright Institute			

Part 2 Person Responsible for Completion	
Print Name:	
Work Title:	
Email:	
Telephone:	

Part 3 Finance Information - Please provide:		Comments
Current year interim statement of account including full year turnover forecast.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Statement of last year's audited accounts.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please confirm that there has been no material change in the financial position since last year's audited accounts:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 4 Insurance Certificates and Statements	Limit of Indemnity	Attached:
Does the company have an Employers Liability insurance cover? If yes, could we have a copy of certificate?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Public/ Third Party Liability? If yes, could we have a copy of insurance certificate?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have Professional Indemnity?		<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, could we have a copy of certificate?		
Do you have Cyber Liability? If yes, could we have a copy of certificate?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Core Questions	Comments	
Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, for which the outcome was a judgement against you or them? If yes, give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If your company or any of its Directors and/ or Executive Officers are the subject of ongoing or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in, have all claims been properly notified in accordance with the Employers Liability, Public Liability, Professional Indemnity, and/or Product Liability insurance policy requirements and been accepted by insurers? Give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has your company or any of its Directors and Executive Officers been subject to enforcement/ remedial notices/ orders (such as those issued by HSE or the Environment Agency) in the last three years? If yes, give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bankers		
Name:		
Address:		
Telephone No:		
Fax No:		
Do you authorise us to approach your bankers for financial reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 5 References	
Please provide the following information on 3 of your customers, who may be approached by The Pirbright Institute. Where possible these references should be for customers who have purchased similar services/ product / equipment.	
Reference 1	
Name:	
Address:	
Telephone No:	
Fax No:	

Contact Name:	
Reference 2	
Name:	
Address:	
Telephone No:	
Fax No:	
Contact Name:	
Reference 3	
Name:	
Address:	
Telephone No:	
Fax No:	
Contact Name:	

Part 6 Management Systems		Comments
Are you a member of an accredited/ certified body? Please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you have an accredited or certified quality management system? If yes, attach a copy of current certificate or provide a reference to your accreditation/ certification.* If no, please explain the basis of your management system.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you have an environmental management system certified to ISO 14001 or EMAS? If yes, attach a copy of current certificate or provide a reference to your accreditation/ certification.* If no, please explain the basis of your environmental management system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you have a procedure for training/ refresher training of relevant staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you confirm the identity of your staff on recruitment, by checking original identification documents, cross-checking information on application forms, and taking up references in writing? Please provide detail.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do your Engineers/ Techs have qualifications/ certification to perform the tasks as required? If yes, attach a copy of current certificate(s).*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you verify the competence of subcontractors/ third party?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part 6 Management Systems		Comments
Do you have an emergency plan to cover accident and emergency procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you use calibrated equipment? If yes, attach a copy of current calibration certificate(s) for equipment you would use on our site*	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you have a policy on modern day slavery (applies to companies with >£36m turnover)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part 7 Health & Safety Management		Comments
Is there a Health & Safety Policy? If yes, could you provide a copy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Has the company been convicted of any offences under health & safety law in the past 5 years? If yes, please provide case number and offence date. Include any predecessor companies.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is the company certified to ISO 45001? If yes, provide a copy of certificate.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the company have any other accreditations relevant to health & safety, from a Trade Body for example? If so, please provide a copy of certificate.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you prepare risk assessments and method statements (or similar) for your work?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part 8 Person Responsible for Data Privacy	
Print Name:	
Work Title:	
Email:	
Telephone:	

Part 9 Your Privacy & Information Security Policies	
Provide a copy of your GDPR or Privacy Policy.	
Provide a copy of your IT Security Policy	

Part 10 Security		Comments
Does your company hold any recognized Security Certifications? e.g.: ISO 27001, ISO 27701, Cyber Essentials, Cyber Essentials Plus, IASME etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part 10 Security		Comments
<p>If yes, which certifications? Please send us a copy of your certificate and scope. If you have ISO 27001 or IASME in place, then please progress to question 11.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>If no, describe what security measures - i.e., organisational, and technical, are in place in the organisation.</p>		

Part 11 Information Security Management		Comments
<p>Are procedures in place governing the use of your IT systems? Do these cover home and mobile working?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Are access controls in place to ensure information is only available to system users who require access?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Do you remove leavers from your systems? Do you review accesses if staff change roles within the organisation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Are acceptable use policies in place which outline the rules for acceptable use of information and assets?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Are policies and controls in place to ensure the following?</p> <ul style="list-style-type: none"> • Boundary protection is in place on all systems with a connection to an un-trusted network. • Critical patches are applied to operating systems and applications within 14 days. • Systems are protected from malicious code. • Software and hardware are locked down to restrict unnecessary services. • Password policies to ensure the use of 'strong' policies across the organisation • No shared user ids • Restriction of privileged / admin access 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Are security boundaries defined and enforced to group users, services and information that require different levels of protection? I.e., to ensure that individuals only have access to the systems and data required to perform the role.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part 11 Information Security Management		Comments
Are back-up copies of information and software taken regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Has the security of your IT Systems been evaluated through penetration testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part 12 Third Party Providers	
Do you make use of any third party suppliers to assist you in the processing of our data?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, is a contract in place with each of the suppliers that conforms with Article 28-32 of the GDPR?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, please list the sub-processors:	
Please describe how you select and monitor third parties if a standard such as ISO 9001, ISO 27001 or IASME is not in place.	

Part 13 Transfer of Data		Comments
Will any of the data that is provided by us be held in cloud storage outside of the UK and EEA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If so, is this to a EU recognised trusted country i.e. where there is an adequate level of data protection (list is here)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If so, is this to a non EEA organisation where Standard Contract Clauses or other data transfer mechanisms are in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If SCC's are in place, please describe how you assess that appropriate security measures are in place.		

Part 14 Governance		Comments
Do you ensure that data is only accessed by individuals with a legitimate need for doing so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If yes, please describe how this is done.		
Do you have a breach management process in place that would allow us to be informed of a potential loss, damage, unauthorised access, or damage to our data within 72 hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part 15 Business Continuity		Comments
Has your organisation achieved ISO 22301:2019?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part 15 Business Continuity		Comments
If yes, please provide us with a copy of your certificate.		
If yes, does it include services/products delivered to the Pirbright?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If no, do you have a business continuity policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
How often do you test your business continuity plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
What is the notification period of delays incurred/discontinuing of services/products for your customers?		


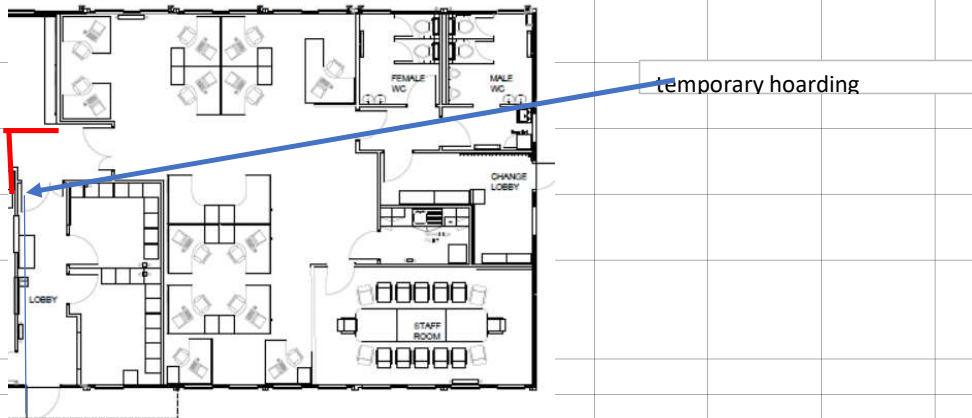
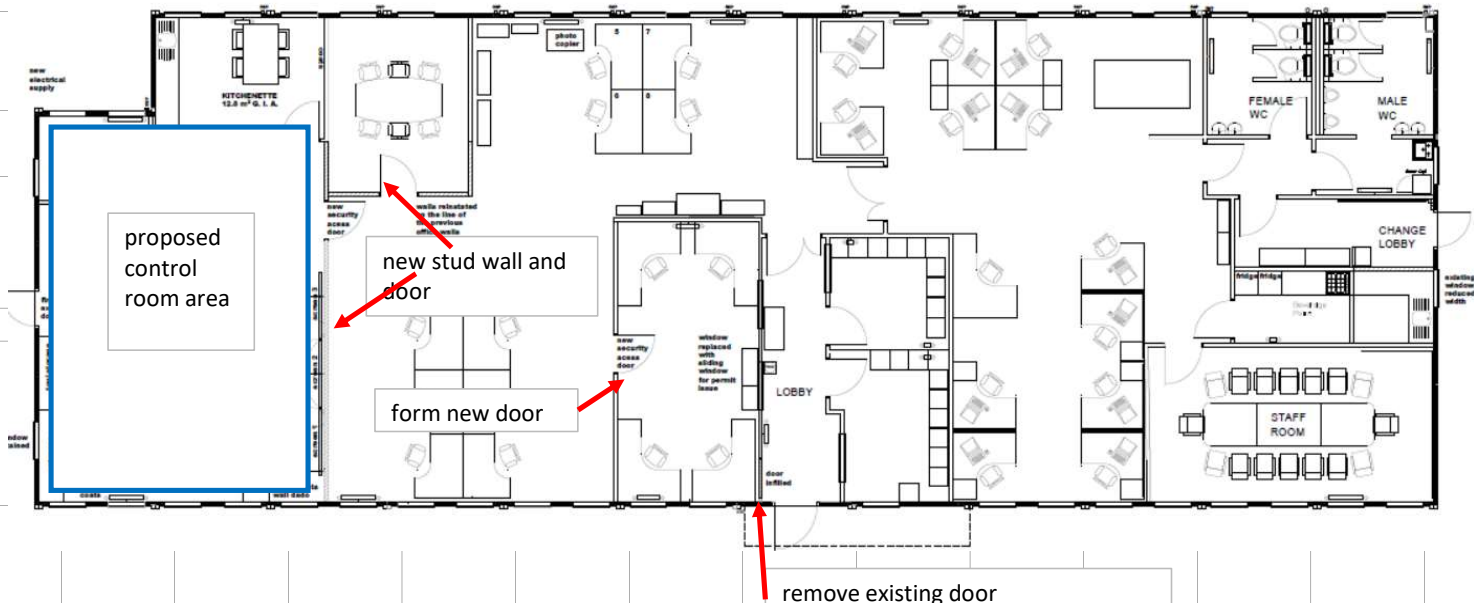
Part 16 Audit		Comments
If required, are you willing to allow an information security and data privacy audit if applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If required, are you willing to allow a Competent Authority and Regulatory Authority to conduct an unannounced audit on your premises in relation to the material/service provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Part 17 Additional Comments:	
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*Note: you may be asked to complete an additional questionnaire if you are identified as a critical supplier to The Pirbright Institute.

Form completed by (print name)		Position	
Signature		Date	
Telephone number		E-mail Address	

Appendix B – Pricing Schedule

The Pirbright Institute					<div></div>				
BACS Alarms and Human Factors									
MOD 2 Enabling works		Unit	rate	total	Drawings 30687- AR - SK -1001 A1 Existing Ground Floor Layout 30687- AR - DR-1001 A1 Client Definition Ground Floor MOD2 WIP				
ref	General Items								
1	Allow for supervision of the works								
2	Allow for skips, protection and regular cleaning								
3	Allow for the preparation of RAMS and the Management of Health and Safety								
4	Construct temporary hoarding as sketch to close off the work area								
5	The door to the permit room should be removed and walled up early in the contract to ensure separation of the work area								
6	The contractor should allow for desk moves and taking some furniture to store on site								
7	Once this work is complete the staff will move into the far end of the office and contractor will construct a temporary hoarding as shown to enclose his work area								
Builders Work									
1	Extend the existing concrete base for the split unit to serve the Permit Office approximately 700mm by 1000mm with suitable reinforcement								
2	Seal up the hole in the external wall where the split HVAC unit has been removed and decorate to match existing								
Carpenter and Joiner									
Permit Office									
1	Remove the existing door and set aside for reuse								
2	Infill the door opening in Vinyl coated plasterboard on both sides fixed to steel studding infilled with sound deadening quilt								
3	Remove the sliding permit board from the wall and set aside. Form new door opening as indicated on drawings and reinstall the door previously removed								
4	Remove existing window approximately 1194 wide by 1091 high and reglaze with two panes one pane to slide open								
5	Relocate the large 55 inch screen in the open office area and relocate in the permit office. Remove the existing plaster board, introduce a plywood panel in the partition wall to take the screen and make good plasterboard to match existing								
6	Meeting Room								
7	Form new wall to meeting room in 50mm metal stud approx. 3560mm wide with 1500mm return Clad both sides in 12.5 mm plasterboard coated in Muraspec Teviot Vinyl paper and white PVC joint strips to match existing with Rockwool sound deadening quilt layer between								
8	Form new door opening and supply and fit new door FD30 timber veneer door set 926mm wide complete with 160mm by 1440mm vision panel to match other internal doors as closely as possible								
Control room Wall									
9	Construct wall to control room 8560mm long by 2489mm high in 75mm metal stud clad one side only in 12mm plywood and 12.5mm vinyl coated plasterboard								

MOD 2 Enabling works		Unit	rate	total
ref	General Items			
1	Allow for supervision of the works			
2	Allow for skips, protection and regular cleaning			
3	Allow for the preparation of RAMS and the Management of Health and Safety			
4	Construct temporary hoarding as sketch to close off the work area			
5	The door to the permit room should be removed and walled up early in the contract to ensure separation of the work area			
6	The contractor should allow for desk moves and taking some furniture to store on site			
7	Once this work is complete the staff will move into the far end of the office and contractor will construct a temporary hoarding as shown to enclose his work area			
Meeting Room				
4	Disconnect and move two sections of white plastic trunking which conflict with the new head plate of the meeting room wall. Replace and reconnect on completion of the meeting room wall			
Mechanical				
1	Isolate the heating main at either side of the office area so as to isolate the radiators in the proposed control room area leaving all other radiators working. Remove the redundant radiators and the redundant pipework. Recommission the system			
2	De Gas and relocate the split unit which conflicts with the new wall. Move approx. 1.4m leaving the condenser unit where it is.			
3	Recommission the system			
3	Install a new 3.5kw split unit in the permit office commission and provide O&M manuals			
Total Cost to complete the works				

Drawings 30687- AR - SK -1001 A1 Existing Ground Floor Layout

30687- AR - DR-1001 A1 Client Definition Ground Floor MOD2 WIP

temporary hoarding

Meeting Room

Disconnect and move two sections of white plastic trunking which conflict with the new head plate of the meeting room wall. Replace and reconnect on completion of the meeting room wall

Mechanical Work

Mechanical

1 Isolate the heating main at either side of the office area so as to isolate the radiators in the proposed control room area leaving all other radiators working. Remove the redundant radiators and the redundant pipework. Recommission the system

2 De Gas and relocate the split unit which conflicts with the new wall. Move approx. 1.4m leaving the condenser unit where it is.

3 Recommission the system

3 Install a new 3.5kw split unit in the permit office commission and provide O&M manuals

relocate split AC unit

isolate heating main and remove rad. in control room area marked thus

new split unit in this office

Appendix C – Proposed Contract

NEC3 Engineering & Construction Contract Option A

MOD2 Enabling Works at The Pirbright Institute

March 2023

**Signed for and on behalf of
The Pirbright Institute**

Position:_____

Date:_____

Signed for and on behalf of

Position:_____

Date:_____

CONTRACT DATA

Part one – Data provided by the *Employer*

Completion of the data in full, according to the Options chosen, is essential to create a complete contract.

Statements given in all contracts

1 General

- The conditions of contract are the core clauses and the clauses for main Option A, dispute resolution Option W1 and secondary Options X7 of the NEC3 Engineering and Construction Contract April 2013.
- The works are
Alterations to existing Modular Building to form meeting room, permit office and isolated area for future control room
- The Employer is
Name The Pirbright Institute
Address Ash Road
Pirbright Surrey GU24 0NF
- The Project Manager is
Name Scitech Engineering Limited
Address Mill Lane, Godalming
Surrey GU7 1EY
- The Supervisor is
Name Andrew Burgess and Mark Kaye
Address Scitech Engineering as above
- The Adjudicator is
Name Will be appointed by the Royal Institute
Address of Chartered Surveyors
12 Great George Street SW1P 3AD
- The Works Information is in
The tender documents
- The Site Information is in
Site information is contained in the drawings and the associated tender documents setting out Locations and security requirements

core
clauses

main
option clauses

secondary
option clauses

cost
components

contract
data

The Pirbright Institute Site

- The boundaries of the site are.....
- The language of this contract is English.....
- The law of the contract is the law of English.....
- The period for reply is two..... weeks.
- The Adjudicator nominating body is The RICS.....
- The tribunal is Not applicable.....

- The following matters will be included in the Risk Register
see appendix C.....

3 Time

- The starting date is To be agreed.....
- The access dates are
Part of the Site
1 As required..... Date
2
3

- The Contractor submits revised programmes at intervals no longer than
Four Weeks..... weeks.

4 Testing and Defects

- The defects date is 12 .. weeks after Completion of the whole of the works.
- The defect correction period is 12 months..... weeks except that
 - The defect correction period for n/a..... is weeks
 - The defect correction period for n/a..... is weeks.

5 Payment

- The currency of this contract is the GBP.....
- The assessment interval is monthly..... weeks (not more than five).
- The interest rate is 4 .. % per annum (not less than 2) above the
rate of the .. Bank of England..... bank.

core
clauses

main
option
clauses

secondary
option
clauses

cost
components

contract
data

6 Compensation events

- The place where weather is to be recorded is
Met office weather station at South Farnborough
- The weather measurements to be recorded for each calendar month are
 - the cumulative rainfall (mm)
 - the number of days with rainfall more than 5 mm
 - the number of days with minimum air temperature less than 0 degrees Celsius
 - the number of days with snow lying at 1100 hours GMT
 - and these measurements:
This is a fit out contract
- The weather measurements are supplied by Met Office
- The weather data are the records of past weather measurements for each calendar month which were recorded at
and which are available from

Where no recorded data are available

- Assumed values for the ten year return weather data for each weather measurement for each calendar month are
.....
.....
.....
.....

8 Risks and insurance

- The minimum limit of indemnity for insurance in respect of loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with this contract for any one event is
£5 million
- The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with this contract for any one event is
£10 million

Optional statements

- If the tribunal is arbitration
- The arbitration procedure is The International Chamber of Commerce
 - The place where arbitration is to be held is
In the UK
 - The person or organisation who will choose an arbitrator
 - if the Parties cannot agree a choice or
 - if the arbitration procedure does not state who selects an arbitrator is
The RICS 12 Great George Street SW1P 3AD

core clauses

main clauses

secondary clauses

cost components

contract data

If the *Employer* has decided the *completion date* for the whole of the works

- The *completion date* for the whole of the works is 5 weeks after the start date

If the *Employer* is not willing to take over the works before the *Completion Date*

- The *Employer* is not willing to take over the works before the *Completion Date*.

If no programme is identified in part two of the *Contract Data*

- The *Contractor* is to submit a first programme for acceptance within one weeks of the *Contract Date*, a programme is identified

If the *Employer* has identified work which is to meet a stated *condition* by a *key date*

- The *key dates* and *conditions* to be met are

condition to be met	key date
1 to be agreed and recorded by letter	
2	
3	

If the period in which payments are made is not three weeks and Y(UK)2 is not used

- The period within which payments are made is 4 weeks

If Y(UK)2 is used and the final date for payment is not 14 days after the date when payment is due

- The period for payment is n/a

If there are additional *Employer's risks*

- These are additional *Employer's risks*

1	Not used
2	
3	

If the *Employer* is to provide *Plant and Materials*

- The insurance against loss of or damage to the works, *Plant and Materials* is to include cover for *Plant and Materials* provided by the *Employer* for an amount of

Not used

core
clauses

main
option clauses

secondary
option clauses

cost
components

contract
data

If the *Employer* is to provide any of the Insurances stated in the Insurance Table

- The *Employer* provides these insurances from the Insurance Table
 - 1. Insurance against *the employer will continue to insure all facilities on the site*
 - Cover/indemnity is
 - The deductibles are.....
 - 2. Insurance against.....
 - Cover/indemnity is
 - The deductibles are.....
 - 3. Insurance against.....
 - Cover/indemnity is
 - The deductibles are.....

If additional insurances are to be provided

- The *Employer* provides these additional insurances
 - 1. Insurance against..... *not used*
 - Cover/indemnity is
 - The deductibles are.....
 - 2. Insurance against.....
 - Cover/indemnity is
 - The deductibles are.....
 - 3. Insurance against.....
 - Cover/indemnity is
 - The deductibles are.....
- The *Contractor* provides these additional insurances
 - 1. Insurance against..... *Professional Indemnity Insurance*
 - Cover/indemnity is *£5 million pounds and the insurance*
 - 2. Insurance against.....
 - Cover/indemnity is
 - 3. Insurance against.....
 - Cover/indemnity is

is to be provided for three years from the starting date

If Option X1 is used

- The proportions used to calculate the Price Adjustment Factor are
 - 0. linked to the index for *not used*
 - 0.
 - 0.
 - 0.
 - 0.
 - 0.
 - 0. non-adjustable
- 1.00

core clauses

main option clauses

secondary option clauses

cost components

contract data

- The *base date* for indices is not used
- The indices are those prepared by not used

If Option X3 is used

- The *Employer* will pay for the items or activities listed below in the currencies stated

items and activities	other currency	total maximum payment in the currency
.....
..... not used
.....
.....

- The *exchange rates* are those published in
on not used (date).

If Option X5 is used

- The *completion date* for each section of the works is

section	description	completion date
1
2 not used
3
4

If Options X5 and X6 are used together

- The bonus for each section of the works is

section	description	amount per day
1 not used
2
3
4

Remainder of the works

If Options X5 and X7 are used together

- Delay damages for each section of the works are

section	description	amount per day
1 not used
2
3
4

Remainder of the works

If Option X6 is used (but not if Option X5 is also used)

- The bonus for the whole of the works is ... not used per day.

core clauses

main clauses
option clauses

secondary clauses
option clauses

cost components

contract data

If Option X7 is used (but not if Option X5 is also used)

- Delay damages for Completion of the whole of the works are per day
1% of the contract sum per week to a maximum of

If Option X12 is used 10% of the contract sum

- The Client is

Name not used

Address

- The Client's objective is

..... not used

- The Partnering Information is in

..... not used

If Option X13 is used

- The amount of the performance bond is not used

If Option X14 is used

- The amount of the advanced payment is not used

- The Contractor repays the instalments in assessments starting not less than weeks after the Contract Date.

- The instalments are not used

(either an amount or a percentage of the payment otherwise due)

- An advanced payment bond is/is not required.

If Option X16 is used

- The retention free amount is not used

- The retention percentage is not used %.

If Option X17 is used

- The amounts for low performance damages are

amount performance level

..... for not used

..... for

..... for

..... for

If Option X18 is used Not used

- The Contractor's liability to the Employer for indirect or consequential loss is limited to
- For any one event, the Contractor's liability to the Employer for loss of or damage to the Employer's property is limited to.
- The Contractor's liability for Defects due to his design which are not listed on the Defects Certificate is limited to
- The Contractor's total liability to the Employer for all matters arising under or in connection with this contract, other than excluded matters, is limited to.
- The end of liability date is.....years after the Completion of the whole of the works.

If Option X20 is used (but not if Option X12 is also used)

- The incentive schedule for Key Performance Indicators is in not used
- A report of performance against each Key Performance Indicator is provided at intervals of ...not...used months.

If Option Y(UK)1 is used and the Employer is to pay any charges made and is paid any interest paid by the project bank

- The Employer is to pay any charges made and is paid any interest paid by the project bank.

If Option Y(UK)3 is used

- term person or organisation
..... not used
.....
.....
.....

If Options Y(UK)1 and Y(UK)3 are both used

- term person or organisation
The provisions of Option Y(UK)1 Named Suppliers

If Option Z is used

- The additional conditions of contract are not used
.....

core
clauses

main
option clauses

secondary
option clauses

cost
components

contract
data

Part two – Data provided by the Contractor

Completion of the data in full, according to the Options chosen, is essential to create a complete contract.

Statements given in all contracts

- The Contractor is
 - Name To be confirmed
 - Address
 -
- The direct fee percentage is not used %.
- The subcontracted fee percentage is not used %.
- The working areas are the Site and as required
- The key people are
 - (1) Name.....
 - Job.....
 - Responsibilities.....
 -
 - Qualifications
 - Experience.....
 -
 - (2) Name.....
 - Job.....
 - Responsibilities.....
 -
 - Qualifications.....
 - Experience.....
 -
- The following matters will be included in the Risk Register
 - to be discussed
 -
 -
 -
 -

core clauses

main clauses

secondary clauses

cost components

contract data

Optional statements

If the Contractor is to provide Works Information for his design

- The Works Information for the Contractor's design is in
 - The contractor will be responsible for the detail design of the following
 - The HVAC unit in the permit Office
 - The condenser unit base
 - The stud partition walls
 -
 -

If a programme is to be identified in the Contract Data

- The programme identified in the Contract Data is TBA

If the Contractor is to decide the completion date for the whole of the works

- The completion date for the whole of the works is 5 weeks after the start date

If Option Y(UK)1 is used

- The *project bank* is not used
- *named suppliers* are not used

- The *activity schedule* is not used

- The tendered total of the Prices is

- The percentage for people overheads isnot used.....%.

- The published list of Equipment is the last edition of the list published by
Not used

- The percentage for adjustment for Equipment in the published list is
not used.....% (state plus or minus).

- The rates for other Equipment are

[illegible]

.....not used.....

.....

.....

.....

Daily rates for authorised variations

- The hourly rates for Defined Cost of design outside the Working Areas are

category of employee	hourly rate
----------------------	-------------

TBA

.....

.....

.....

There is a **Zero** value for the **Value** property.

- The percentage for design overheads isZero.....%.

- The categories of design employees whose travelling expenses to and from the Working Areas are included in Defined Cost are not used

.....

.....

.....

Data for the Shorter Schedule of Cost Components

core
clauses

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main
option clauses
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secondary
option clauses

cost components

contract
data

Appendix D – Specification documentation, drawings, and quotes



The Pirbright Institute Ash Road Guildford Surrey GU24 0NF

Specification for MOD 2 enabling Works

New Partition Wall

The new partition wall is to be constructed with 70mm metal stud partition erected as the manufacturers instruction and clad on the office side only with one layer of 12mm plywood and an outer layer of 12.5mm vinyl faced plasterboard to match the existing wall covering. The existing wall covering is believed to be Muraspec Teviot vinyl paper.

Joints between the plasterboard sheet to be covered in white PVC joint strip.

Pre coated Vinyl face plasterboard and white PVC joint strip may be available from,

Relocatable Building Systems

Unit 25

Hilton Industrial Estate

Sutton Lane

Hilton

Derbyshire

DE65 5FE

Tel: 01283 734900

Mob: 07956 060658

The contractor is free to propose and alternative supplier.

Door in the New partition Wall

The Door in the new partition wall is to be an SR2 rated Security door available from Titan Doors or similar approved. Door to have a vision panel and final design to be approved by Scitech. Titan Door details and quote are included as appendix 1. Door to be fitted with a door closer, electro lock. The quotation includes fitting, but the contractor can fit with his own staff if required

Door to the new meeting room

The door to the new meeting room to be a timber veneered FD30 door with three hinges and a stainless steel euro latch and lock all to match existing doors

Sound Deadening Quilt

Sound deadening quilt by rockwool or similar approved non-combustible quilt to completely fill the cavity between each side of the all the stud partition walls.

Mechanical

3.5kw split unit HVAC system by Daiken ref FTXF-D-RXF-D or similar approved. Data attached in appendix 1

Wall mounted fan system mounted at High Level on the Permit office wall. Condenser unit mounted on new external concrete base adjacent to the existing units.

Wet Central Heating system

The wet central heating system to MOD2 is provided by two boilers located in the adjoining Workshop Building. There are two isolating valves in the Northeast corner of the building which can be used to isolate the system prior to drain down. On completion of the works the system to be refilled including corrosion preventer and recommissioned

Electrical

Three compartment trunking by MK Electric or similar approved

13amp double socket outlets by MK Electric or similar approved

RJ 45 double outlets by MK electric or similar approved

Cat 5e UTP network cable, twisted pair polyolefin grey insulation by approved manufacturer

Lighting and small power cabling to IEE standards by approved manufacturers

Each desk to be provided with access to two double 13amp socket outlets and one double RJ 45 outlet.

Three compartment trunking to be fixed at the same level as existing trunking.

Appendix 1

Titan Door Quotation and Daiken Specification sheet



Scitech
Connaugh House, Portsmouth Road
Send
Woking
Surrey GU23 7JY
For the attention of Mark Kaye

Quotation Number:- 31950R1

TDSL Estimator:- Sam Dugmore

We have pleasure in submitting our quotation for the following items as detailed. Our quotation is subject to the following terms and conditions:- TDSL Gen 019 "Qualifications to Quotation", TDSL Gen 020 "Conditions of Sale" and where applicable TDSL Gen 021 "Conditions of Site Installation". Please request copies if not attached to your quotation.

Item	Project:- Pirbright Institute Door - Woking	Qty	Amount (excl VAT)
A	Total to supplied and delivered as per the attached door schedule	1	£4,580.00
B	Installation of the above Doorsets (based on 1 continuous visit)		£1,005.00
C	Mastic (where scheduled as included - if not, assumed to be by others)		£133.00
	Total Supplied, Delivered and Installed		<u>£5,718.00</u>
	Please note:-		
	i) Prices stated will be held for a period of <u>30 days from date of our quotation.</u>		
	ii) Anticipated period for manufacture (from approval of details) is currently	4 to 6	Weeks
	<u>Payment Milestones (30 days - nett month end - subject to status)</u>		
	a) Issue of Approval Drawings	10%	£571.80
	b) Approval for Manufacture	10%	£571.80
	c) Completion of Manufacture / Delivery to Site	65%	£3,716.70
	d) Completion of Installation	15%	£857.70



CONDITIONS OF SITE INSTALLATION

All site fixing and attendance work carried out under an order placed against the attached quotation shall be subject to the following, unless agreed otherwise in writing.

1 Health and Safety at Work

Our price is based on the understanding that facilities to enable us to comply with Health and Safety at Work Regulations will be provided on site without charge.

2 Our Site Installation Prices allow for:-

- i) Advised opening sizes being constructed within a height and width tolerance of -0 to +10mm, or built openings having been constructed to within advised overall frame sizes +10mm to +20mm. The measurements across the diagonals of an opening not deviating by more than 5mm.
- ii) Installing in unrestricted working space clear of other trades in one uninterrupted site attendance during normal working hours 8.00-4.30.
- iii) Fixing of doorsets or frame assemblies into rigid prepared openings, with finished floor levels in place or to clearly marked datums.
- iv) Installing any glass, glazing beads, applying door hardware and making final adjustments, when part of our contract.
- v) Sealant pointing between frame and prepared opening up to a maximum gap of 10mm when part of our contract. Sealant for joints in excess of this size will be charged extra, also any change in sealant material dictated by increased size of joint.
- vi) Placing of packing materials, rubbish and any removed doorsets or frames in contractor's site skip or at a central point, and wiping down prior to leaving site other than when any protection is required to be left in place.

3 Site Installation Prices do NOT allow for:-

- i) Measuring prepared openings before manufacture.
- ii) Provision of off-loading equipment for materials at site – e.g. fork lift trucks or cranes.
- iii) Provision of safe dry storage areas, and of equipment to transport pallets etc. to such areas.
- iv) Carrying or hoisting of materials to upper storeys or basements of buildings.
- v) Provision of suitable scaffolding and/or work platforms.
- vi) Provision of electric power (110V 15 amp) within an area not exceeding 15 metres from each work area or safety lighting.
- vii) Marking datums or adjusting openings which are outside the tolerances stated under 2(i).
- viii) Making good, or reinforcing openings and/or floors, bridging open cavities between walls, or carrying out any other remedial building works whether or not associated with our installation work.
- ix) Clearing replaced doorsets and/or frame assemblies from site.
- x) Waiting time before gaining clear access to openings.
- xi) Site preparation for, and fitting of, free issue hardware not available at the time of manufacture in the factory.
- xii) Returning to site without charge to:-
 - Complete installation when continuity of working has been interrupted by factors outside our control.
 - Install sills/thresholds which cannot be fitted during attendance to fix doorsets due to incomplete builder's works.
 - Install weatherstrips or items of hardware which cannot be fitted at time of fixing due to the need for site painting or under a site instruction for other reasons.
 - Re-install hardware removed by others or adjusting hardware removed and incorrectly re-fixed by others.
 - Fit free issue hardware not available at the time of installation.
 - Remove protection left in place when fixing work is completed unless this work forms part of our contract.
- xiii) Removal and re-fixing of glazing beads, unless glazing is part of our contract.

4 Programme of Work

A complete programme for site work should be agreed as soon as possible after the placing of the order. Alterations to, or attempted acceleration of, this programme must be agreed in writing by both parties. We will require fourteen days clear notice before we commence site work subject to all design details being fully and finally approved.

5 Work of Other Trades

No allowance has been made in our tender for delays and lost time caused by other trades, or for marking out for alterations, or making good when work of other trades is outside agreed tolerance. Any time spent or delay caused, including lost time as a result, will be charged at our daywork rate and we shall be entitled to any extension of time in respect of any such delay.

6 Supervision

We can accept no responsibility for works carried out otherwise than under our direct supervision or for damage caused to our products by any cause after installation of the product.

7 Protection & Handover

- i) Definition:- The terms 'unit' or 'units' below refer to either doorsets, combined doorsets and screens, or screens only, installed in a single structural opening.
- ii) Responsibility for an installed unit shall be deemed to be handed over on a unit by unit or area by area basis, to a customer/client upon completion of its incorporation into the fabric of the building with any door hung in its frame and hardware and glass installed.
- iii) When we have agreed in writing that responsibility for protection of units after incorporation into the fabric of the building, forms part of our Contract, on completion of installation, doors will be locked or made otherwise inoperable or removed until responsibility is accepted by the contractor. Handover of responsibility shall be deemed to have taken place immediately any door is opened for access for any purpose by others.
- iv) In situations where a doorset is required to be installed in a thoroughfare in regular use by other traders during construction, our responsibility for any protection shall be limited to surfaces that we can reasonably protect whilst permitting access through the doorway and shall not include responsibility for any damage caused by others to installed hardware or any strain and twisting resulting from service cables or other materials becoming wedged between the edge of the door and frame.
- v) Our responsibility for any protection shall cease immediately should any protective materials be removed other than by our own operatives.

8 Adjustment after Handover

Any minor adjustments to a door and frame set required by the Customer after handover has taken place, as defined above, which in our opinion is our responsibility, will be carried out by us within 21 days of receipt of notification in writing. Such responsibility shall exclude adjustments resulting from the removal and/or refitting of doors or items of hardware by other trades.

9 Daywork

- i) No work on site additional to contract will be carried out without confirmation in writing. A signed Change Register, Daywork Sheet, signed by a member of the Customer's site management, or formal Variation Order, shall constitute a written binding order.
- ii) Daywork charges will be invoiced at our Daywork rates ruling at the time the work is carried out, as notified to you separately.

10 Risk Assessments and Method Statements (RAMS)

Contract specific RAM (in TDL's standard format) will be issued in a PDF format. Customer specific formats may be available at additional cost once requirements have been determined

TERMS AND CONDITIONS OF SALE

We have not at this stage perused or agreed to the contract terms and conditions as submitted with your tender. Should our offer prove of interest to you, we shall only be too happy to peruse and respond to them accordingly. In the interim, our offer is based on our following terms and conditions.

All prices quoted are in Pounds Sterling (£) and subject to Value Added Tax at the current rate.

The acceptance of this quotation includes the acceptance of these terms and conditions which shall apply between us, Titan Door Systems Ltd (the "Company") and the Customer, who shall be the party entering into contract with us. These terms and conditions shall apply as the binding and entire contract between the Parties hereto and any terms and conditions of the Customer, unless agreed to by the Company, in writing, are excluded.

These terms and conditions shall be exhaustive of the rights, obligations and liabilities of each party, whether such rights obligations and liabilities arise in respect of or in consequence of a breach of contract or statutory duty or a tortious or negligent act or omission which gives rise to a remedy at common law.

1. Errors or Discrepancies

Our quotation is based on the information provided to us at the time of preparing such quotation. Should any errors or discrepancies become evident which affect our order value, we reserve the right to make any adjustments thereto.

2. Validity

Unless previously withdrawn, the tender is open for acceptance within the period stated therein or, when no period is stated, within 60 days only after its date.

3. Consents

If any consents, licences or other permissions are needed from any third parties such as landlords, planning authorities, local authorities or similar, it shall be the Customer's responsibility to obtain the same.

4. Lead in/Production periods

These are as stated within our offer. These can only commence as detailed below:

5. Drawings

Unless otherwise agreed in writing, the production of drawings will not commence until we have received an official order and deposit.

6. Site visits

It shall be the Customer's responsibility to ensure that the site is suitable for the products ordered. This shall include, but not be limited to, checking dimensions of openings and surrounding structures. Our quotation is based on the information provided to us at the time of quotation.

Should a site visit be required, this will be chargeable at our current rate.

Any changes made to the site following our quotation and/or site visit, or which were not evident at the time of the site visit, may result in additional costs.

7. Manufacture

Our manufacturing & purchasing period commences when we receive written confirmation approving our drawing(s) and confirmation of any finishes we request. Manufacturing cannot commence if any outstanding payment(s) are due at that time.

8. Delivery to Site and Installation

Delivery to site and installation will not commence until all payments have been received and the Customer has confirmed in writing that the site is ready to receive the goods and installation can commence.

9. Delivery of Goods

- a. Unless stated to the contrary the tender includes delivery to site during normal working hours. All packing, insurance, carriage, taxes and duties shall fall due for payment by the Customer in accordance with the terms for payment herein, unless specifically stated to the contrary in writing. In the event that any products need to be returned as a result of changes to the specification by the Customer, we reserve the right to make a charge for redelivery, restocking and administration costs.
- b. No claim for damage in transit, shortage of delivery or loss of goods will be entertained unless, in the case of damage in transit or shortage of delivery a separate notice in writing is given to the carrier concerned within three days and to the Company within seven days of receipt of the goods, followed by a complete claim in writing within fourteen days of receipt of goods, and in the case of loss of goods, notice in writing is given to the carrier concerned and to the Company and a complete claim in writing made within twenty-one days of the date of consignment. Manufacture of replacements will not commence until the carrier has been given seven days in which to locate or prove delivery. Where goods are accepted from the carrier concerned without being checked, the delivery book of the carrier concerned must be signed 'not examined'.

10. Installation (Where Included)

- a. Unless specifically stated to the contrary in writing, the installation will be carried out during ordinary working hours. The installation area shall be handed over properly completed in accordance with the Company's specification to the Company's installers on their arrival to site. Any extra cost incurred, owing to suspension of work, by the Customer's instructions, lack of instructions, interruptions, delays, overtime, unusual working hours, and additional work or variations or work for which the Company is not responsible or mistakes or any other causes outside the Company's control, shall be added to the contract price. Any such charges shall be based upon the Company's normal rates.
- b. The tender price is based on the payment of nationally agreed rates for outworking allowances and lodging. If suitable lodgings are not available at these rates due to circumstances beyond the Company's control the difference in cost including any extra fares incurred shall be added to the contract price.
The works shall be considered complete on our handover to the Customer. If any items supplied under this Contract are not placed into service at this time due to circumstances outside of our control, these shall be noted on the Completion Note and we shall be entitled to additional payment, at our current rates, from the Customer for returning to site to place these items into service as additional works.
- c. Where the Company is providing goods on a supply only basis, the price does not include for the assembly of any component parts where applicable.

11. Programme

All such times are to be treated as estimates only and unless otherwise agreed in writing we shall have no obligation to complete the works by a specified date.

12. Notice Period

We require a minimum of 2 weeks' formal notice to deliver the materials to site and commence the installation. If, subsequent to the giving of such notice, the site is not ready for our works to commence, we shall require a further written notice from the Customer.

13. Delay and Abortive Visits

- a. We reserve the right to charge costs associated with any delay through no fault of ourselves, such as for storage of materials or non-productive visits to site. Should your site programme be in delay, you must contact us as soon as possible to minimize any impact on programme and cost. If we are delayed and the equipment is placed into storage on site, the responsibility for protection and insurance of the goods passes to the Customer.
- b. Our price is based on being able to complete our works in one continuous visit. If we are prevented from continuous working through to completion, we reserve the right to recover any costs incurred by way of delay or abortive visits.

14. Storage and Protection

- a. If any Goods are stored on behalf of the Customer for any reason, including as a result of a failed or aborted delivery, or where we have notified the Customer that the manufacture is complete, we will hold the Goods for a maximum of 2 weeks without charge. Thereafter, storage will be chargeable and we will automatically issue our interim invoice in accordance with clause 20a(iii) below.
- b. Any materials, tools, plant and equipment left on site will be placed into storage on site and the responsibility for protection and insurance of the equipment passes to the Customer. Any equipment that is damaged or goes missing will be charged for.

15. Title of the Goods

Title of the equipment will remain with the Company until we are paid in full.

Until title passes:

We shall have authority to retake, sell or otherwise deal with and/or dispose of all or any part of the goods;

We, our agents and employees shall be entitled at any time and without the need to give notice, enter upon any property upon which the goods or any part are stored, or upon which we reasonably believe them to be kept;

The Customer shall store and mark the goods in a manner reasonably satisfactory to us indicating that title to the goods remains vested in us; and

The Customer shall insure the goods to their full replacement value.

Irrespective that title to the goods remains with us, risk in the goods shall pass to the Customer immediately upon delivery.

16. Variations

Any variation must be evidenced by a properly authorised Change Register or formal variation instruction before we proceed with the works. Receipt of this instruction shall not only authorise the carrying out of the works but shall also guarantee our payment.

17. Day work

Any work carried out on a day work basis shall unless otherwise stated be charged for in accordance with the Company's day work rates appropriate at such time as the work is performed.

18. Overtime

Unless specifically stated to the contrary in writing, the tender is based on the assumption that all work will be carried out during ordinary working hours. If it shall be agreed that overtime be worked, overhead charges and profit shall be added to the extra costs incurred.

19. Price Variations

- a. Any price variation shall become due for payment to us in accordance with the terms for payment herein.
- b. All prices will be subject to further variation in respect of any additional costs arising by virtue of any statute, regulations or orders issued by any Government Department or other duly constituted authority.

20. Payment

- a. Our usual payment terms are as follows, subject to a sufficient credit reference.
 - i. 10% of contract value shall be paid upon issue of Approval Drawings.
 - ii. 10% of contract value shall be paid on approval of the drawings for manufacture.
 - iii. 65% of contract value shall be paid upon completion of manufacture/delivery. Payment is still due, regardless of whether you extend delivery to site to a later date.
 - iv. 15% of contract value shall be paid upon completion of the installation, which we deem to be our practical completion of the installation. Any manuals, documentation, or any relevant certification will not be handed over until such time as this payment is received
 - b. If payment is not made in accordance with these terms, the Company shall be entitled to suspend work immediately and for any period that the interim payments are in arrears there shall be added a corresponding term to the contract period. In the case of a contract for more than one installation, this clause shall apply on a per installation basis.
 - c. Interest shall be paid on all overdue accounts from the date payment was due (as set out above) until actually made at eight percent above the Bank of England Base Rate during the period in which interest is payable in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.
 - d. Any collateral warranty(s) given by us, or any other separate agreement, shall become null and void if payment is not made in accordance with these terms.
 - e. We are unable to accept any of our monies being 'set-off', or withheld as retentions.
 - f. We do not provide a Parent Company Guarantee or any type of performance bond. We offer in lieu our standard Vesting Agreement at a cost to be agreed.
 - g. Our offer, where appropriate, allows for the cost of importing materials based upon the rates of exchange, tax or duty and labour rates prevailing at the date of our offer. In the event of any adjustment in such rates, after the date of our offer we reserve the right to make an adjustment to our contract value.
- ## 21. General Liability
- a. Due to circumstances outside of our control we shall not be liable for any delay or for any consequence of any delay in the production or delivery of any of the goods or the completion of the work if such delay shall be due to fire, strike, lockout, dispute with workmen, flood, accident, delay in transport, shortage of fuel, default of any sub-contractor, inability to obtain material and/or labour, embargo, act or demand or requirement of any government or any government department or local authority, or as a consequence of war or of hostilities (whether war be declared or not), delay in the provision of a permanent electrical supply to enable continuous working, or any other cause whatsoever beyond our reasonable control.
 - b. If any such delay occurs then (unless the cause thereof shall frustrate or render impossible or illegal the performance of this contract or shall otherwise discharge the same) our period for performing our obligations shall be extended by such period (not limited to the length of the delay) as we may reasonably require to complete the performance of our obligations.
 - c. We shall not be liable whether by way of indemnity, breach of contract or statutory duty or in tort (including negligence) for any loss of profit, loss of use, loss of contract or contracts, or for any financial or economic loss or for any indirect or consequential loss or damage whatsoever.

TERMS AND CONDITIONS OF SALE

- d. The Company shall not be liable for and the Customer shall indemnify and hold him harmless against any claim for loss or damage to any property directly or indirectly occasioned by or arising from the use or operation (other than by the Company) or possession of any of the products and from negligence (including the use of any part of the products other than in accordance with the Company's operating instructions and manuals) or default (including any non-compliance with any obligation of this agreement, any delay any wrong information and any lack of required information) or misuse by or on the part of the Customer or any persons other than the Company.
 - e. This indemnity shall extend to any costs and expenses incurred by the Company and shall continue in force notwithstanding the termination of this agreement.
 - f. The Customer shall not use, or permit to be used, the whole or any part of the products the subject of this contract before they have been completed and handed over by the Company and in the event of any such unauthorised use the Company shall not be liable for any loss or damage arising there from.
 - g. Where we have specifically contracted in writing to deliver or complete the work within a specified time or by a specified date and we are in delay for reasons other than provided for under these conditions, then, to the extent that we are liable to pay damages to the Customer, the payment of damages will be equal to 1% of our net contract value (excluding any provisional sum) for each week of delay subject to a maximum liability of 10% of our net contract value (excluding any provisional sum) in full satisfaction of any liability for delay whatsoever, and,
 - h. Where we are a sub contractor and the Customer a main contractor, damages pursuant to the above clause will only become payable to the Customer when the Customer is liable to pay damages under the main contract as a direct result of our delay and shall be in full satisfaction of any liability for delay whatsoever in the performance of our works.
- 22. Documentation**
This offer includes for our documentation to be submitted in our normal standard format only. If additional copies or contract specific requirements are needed, we reserve the right to apply additional charges.
- 23. Insurance**
We include for Employers' Liability Insurance, Public and Products Liability Insurance, Contractors All Risks Insurance and Professional Indemnity Insurance.
- 24. Literature and Representations**
a. Our sketches, catalogues and marketing literature are presented in good faith as a guide to represent the product offered and does not form a part of our contract.
b. Our employees and agents are not authorised to make any representation concerning the goods unless confirmed by us in writing. In entering into the contract the Customer acknowledges that it does not rely on and waives any claim for breach of any such representations, which are not confirmed.
- 25. Scope of Works**
Our approved drawing, agreed finishes and our specification constitute our entire scope of works.
- 26. Servicing and Warranty**
a. We include 12 months warranty effective from our confirmed date of handover of the products, which is subject to all payments having been received in accordance with the terms of payment as aforesaid. This guarantee is limited to the extent of the guarantee provided to the Company by the manufacturer's / service provider's guarantee or warranty for any proprietary products or services incorporated in the works, where applicable.
b. An extended warranty may be agreed by the Company provided we have a signed service agreement in place. This guarantee shall then only apply if at completion the servicing is carried out by the Company or by a competent person approved by him and in accordance with a suitable servicing contract.
- 27. Guarantee**
a. The Company hereby warrants the material and workmanship of the products supplied by them under this contract and will make good any defects arising due to faulty design, workmanship or materials carried out or supplied by them which is not due to ordinary wear and tear or to improper use of care by any other party other than the Company, which may develop within one year from our confirmed date of handover of the installation.
b. This guarantee shall not be deemed to cover repairs, replacements or adjustments which may be required as a result of wilful or accidental damage, misuse, improper lubrication or neglect or any other cause beyond our control. It is a condition of this guarantee that the Customer shall ensure that all accessible parts are kept clean, and that no person modifies, adjusts or interferes with the equipment without the Company's prior approval. The Customer shall not assign the benefit of this guarantee.
c. Our liability under this clause shall constitute our sole liability (save in respect of death or personal injury caused by our negligence) whether in Contract, tort (including negligence) or otherwise in respect of any defects in the goods and services supplied under the Contract and any warranties or conditions implied by law are hereby expressly excluded.
d. We are happy to enter into a third party Collateral Warranty Agreement, subject to agreement of cost and wording and which includes a condition that provides for a maintenance contract being in place with us for the period of liability under such Collateral Warranty(s) Agreement.
- 28. No employment**
Nothing in this Contract shall render or be deemed to render us an employee or agent of the Customer or the Customer an employee or agent of ours.
- 29. Termination**
a. We shall be entitled to terminate our employment under this Contract in circumstances where:
i. the Customer is in material or continuing breach of any obligations under the Contract and fails to remedy such breach within 10 days of the receipt of our written notification of such breach.
ii. there is persistent and wilful neglect by the Customer
iii. the Customer becomes incapable of performing its obligations under this Contract.
b. The Customer's payment obligations under this Contract shall survive termination of this Contract where the termination is brought about by the actions of the Customer.
c. The termination of this Contract, howsoever arising, shall not affect the rights and liabilities of the parties already accrued at such time nor affect the continuance in force of such provisions as are expressed as capable of having effect after such termination.
- 30. Cancellation**
a. Should the Customer cancel the order with us we reserve the right to levy reasonable cancellation charges, including but not limited to, any administration costs, procurement costs and loss of profit, against the Customer and these shall fall due for payment immediately. This shall equate to at least 25% of the contract value.
b. Should cancellation take place after commencement of manufacture of the equipment, payment of the full order value will be required to be paid to us by the Customer.

31. Prevention or Frustration

If the Contract becomes impossible to perform or is otherwise frustrated, the Customer shall be liable to pay to us all costs, expenses, overheads and any loss of profit which we, our suppliers or sub-contractors incur as a result of such frustration or impossibility of performance. Any pre-payments which may have been made to the Company under this contract shall be applied towards satisfaction of such sum as may become due to him under the foregoing provisions.

32. Licence and Copyright

We shall, when requested, provide necessary documents, except those of a commercially sensitive nature, as we are required to provide under this Contract. Copyright in all such documents shall remain vested in us, but insofar as we are empowered to do so shall grant a royalty-free non-exclusive licence to the Customer to use and reproduce the said documents for their own or their agent's use solely in connection with the works. It shall be a condition precedent to the granting of such a licence that all sums properly due to us under this Contract have been paid in full. We shall have no liability for improper use of the documents other than that for which they are prepared and the Customer shall indemnify us from and against any loss arising from the improper use of the subject matter of this clause.

33. Patents

The Customer warrants that any design or instruction furnished or given by him shall not be such as will cause the Company to infringe any letter patent, registered design or trade mark in the execution of his order.

34. Sub-Contracting and Assignment

- a. The Company can without the consent of the Customer sub-contract the services to be performed pursuant to this Contract provided such sub-contractor is a suitably qualified, trained and competent technical engineer able to carry out the works.
- b. The Company has an arrangement with a factoring company (Positive Cashflow Finance Ltd – PCF) in place and reserves the right to assign any debts to PCF.
- c. The Customer shall not be entitled to assign the benefits under this Contract without our prior written consent, which shall not be unreasonably withheld.

35. Waiver

Failure of any party to insist upon strict performance of any provisions of this Contract or the failure of any party to exercise any right or remedy to which it is entitled hereunder shall not constitute a waiver thereof and shall not cause a diminution of the obligations under this Contract. No waiver of any of the provisions of this Contract shall be effective unless it is expressly stated to be such and signed by all the parties to this Contract.

36. Confidentiality

- a. In the course of the works, it may be necessary for the parties to have access to information that is confidential to the other ("Confidential Information"). Confidential Information shall not include that:
i. which is, at the time of disclosure, in the public knowledge, or which after disclosure, becomes part of the public knowledge, except by breach of this Contract;
ii. which was in the receiving party's possession (as reflected in written records) at the time of disclosure by the disclosing party; and which was not acquired, directly or indirectly, from the disclosing party;
iii. which the receiving party can demonstrate; by written documents, resulted from its own research and development, independent of disclosure from the disclosing party;
iv. which the party receiving the information already possesses or which it obtains or originates independently in circumstances in which that party is free to disclose it; or which either party is obliged to disclose to comply with any requirement of the law.
b. The parties agree both during this Contract and for a period of one year after termination of this Contract, to hold each other's Confidential Information in confidence. The parties agree not to make each other's Confidential Information available in any form to any third party or to use each other's Confidential Information for any other purpose related to this Contract.
c. Each party agrees to use its reasonable endeavours to ensure that Confidential Information is not disclosed or distributed by its employees or agents in breach of the provisions of this Contract.
d. The Customer agrees that any information received pursuant to this Contract shall be deemed subject to the non-disclosure obligations set forth herein.

37. Data Protection

We and the Customer agree to comply with all applicable data protection legislation, including but not limited to the Data Protection Act 1998 and any subsequent amendments thereto.

38. Insolvency of the Customer

- a. This clause applies if:
i. the Customer makes any voluntary arrangement with its creditors or becomes subject to an administration order or (being an individual or firm) becomes bankrupt or (being a company) goes into liquidation (otherwise than for the purposes of amalgamation or reconstruction); or
ii. an encumbrancer takes possession or a receiver is appointed of any of the property or assets of the Customer; or
iii. the Customer ceases or threatens to cease to carry on business; or we reasonably apprehend that any of the events mentioned above is about to occur in relation to the Customer and we notify the Customer accordingly.
b. If this clause applies then, without prejudice to any other right or remedy available to us, we shall be entitled to cancel the contract.

39. Force Majeure

Except for the Customer's obligations to pay us, neither party shall be liable for any delay or failure to perform its obligations if such failure or delay is due to causes beyond its reasonable control (including any delay caused by an act or default of the other party).

40. Severance

If any provision of these terms and conditions is held to be unenforceable or illegal, in whole or in part, that / those provisions shall be deemed severed from the remainder of this Contract. The remainder of this Contract shall be valid and enforceable.

41. Third Party Rights

This Contract does not confer or purport to confer any benefit on any third party. In particular, rights that would otherwise arise in favour of third parties under the Contracts (Rights of Third Parties) Act 1999 are hereby excluded.

42. Law Applicable

This contract shall in all respects be subject to and construed in accordance with English law. Any dispute between the Parties relating to this Contract shall fall within the jurisdiction of the courts of England and Wales.

QUALIFICATIONS TO QUOTATION

SPECIFICATION

The specification of the products and services offered are limited to those described in this Quotation. Any Bill of Quantity references are stated for identification purposes only and do not imply full compliance with project specifications detailed elsewhere.

DOORSET CONSTRUCTION

Unless otherwise stated, doorsets priced are from our standard range of steel doorsets. These comprise 16g frame profiles, with 18g leaves incorporating a honeycomb core.

ADVERSE SITE CONDITIONS

Where no clear specification exists, any quotation will be based upon our interpretation of likely requirements. It is the customer's responsibility to notify Titan Door Systems Ltd of any adverse site conditions (e.g. high winds, flooding, coastal proximity, high through traffic or likelihood of attack) that may require specific arrangements.

THERMAL PERFORMANCE

Unless otherwise stated, doorsets are supplied with a honeycomb core. This has a thermal performance calculated under BS EN 10077-1:2006 of 3.4W/(M²K). Where requested (at additional cost), a performance core (with a performance calculated under BS EN 10077-1:2006 of 1.8W/(M²K)) can be supplied.

QUANTITIES

Our quoted prices are based upon the quantities listed in our quotation. Individual prices may vary if unit quantities or specifications are changed.

DELIVERY PERIOD

Our delivery period is based on our current workload and commences from settlement of Final Manufacturing Details or Approval of Drawings. Please check Delivery period at ordering stage, as this may be subject to change.

PREPARATION OF APPROVAL DRAWINGS

Dependent on complexity of job, and workload at time of order, preparation of approval drawings may take up to 14 working days. Our prices allow for preparation and first submittal of drawings for approval against the technical information issued to us, current at the date of our first submittal of drawings for approval only. Excepting minor alterations to drawings for record purposes, drawing office time expended by us in subsequently amending and re-submitting drawings after the first submittal for approval will be charged at £36 per hour.

ADDITIONAL MATERIALS

Materials, including free issue materials, which we are required to install and/or supply additional to the materials covered by our quotation, will be charged at cost or value plus 35%, plus any labour charges covering the extra work involved.

SUB-CONTRACT TERMS

We have not at this stage perused or agreed to the contract terms and conditions as submitted with your tender. Should our offer prove of interest to you, we shall be happy to peruse and respond to them accordingly. In the interim, our offer is based on our standard Terms and Conditions of Sale, attached to this quotation or available upon request.

RETENTIONS

Due to the disproportionately high administrative cost of recovering retentions withheld on small sub-contract orders, the deduction of retentions on orders of less than £20,000 is not acceptable to us. However, Titan Door Systems Ltd guarantee to attend Site during the Defects Liability period of this Contract, should there be snagging items.

LIQUIDATED AND ASCERTAINED DAMAGES (LAD's)

This quotation is based upon Titan Door Systems Ltd's exposure to these (or other general damages) being limited to a value no greater than 1% of our contract value per week of delay, up to a maximum of 10 weeks. Please Note: Further clarification of our position with regards to LAD's is detailed in our Terms and Conditions of Sale.

PUBLIC LIABILITY INSURANCE

Our cover is based upon a limit of £5,000,000 (five million pounds). Additional cover is available at extra cost if required.

SITE WORK AND DAYWORK

£26.00 per man per hour plus service vehicle at £0.65 per mile. Overtime and emergency call out rates are available on request.

Extra work during our attendance on site will only be carried out following the receipt of either an appropriately signed Change Register or Customer's Variation Order. This work will be chargeable at the above rates, or by pre agreed additional costs.

ATTENDANCE TO REPORTED DEFECTS

The defects liability period included for is 12 months from handover. (NOTE:- we would welcome further discussions to establish a long term servicing contract beyond this.) Please note our defects liability period is strictly subject to:-

- Period commencement once installation is complete, and products handed over.
- Invalidation in the event that any other party modifies, adjusts or interferes with the equipment without our prior approval.
- All accessible moving parts being kept clear.
- Documented routine maintenance having been carried out (as defined in the operation and Maintenance Manual), during the period.

By additional arrangement, the commencement of, or defects liability period may be extended, subject to terms and additional cost. If such an agreement is made, the responsibility for the equipment, such as insurance or damage, remains with the Customer.

Should a fault occur during the defects liability period as stated, we agree to attend site as soon as possible, but only upon written request from an authorised representative of the Customer. Our attendance will be during our 'normal' working hours and days only. Attendance outside of our normal working hours can be arranged at additional cost. Alternatively, we can compile a specific servicing and attendance agreement with you, subject to agreement of a separate contract. This will be at additional cost.

FREE ISSUE HARDWARE

When "free-issue hardware" is allowed for in our quotation, our prices are based on the understanding that free issue hardware will be suitable for fitting to steel doors (in accordance with our Data sheet TD901, "Guidance on the selection and specification of hardware for Titan Door Systems") and that samples of each item will be issued to us, in one consignment, prior to our commencement of Approval Drawings.

Our price allows for free issue hardware to be delivered to us, sorted and labelled for each door, in one consignment, by no later than 14 days before the agreed commencement of deliveries to site. In the event that free issue hardware is incomplete, incorrect or unsuitable, any time expended in obtaining replacements will be charged at £26 per hour, together with any additional carriage charges arising therefrom.

OPERATION AND MAINTENANCE MANUALS

In respect to CDM Regulations, our quotation includes for the submission of 1 copy of our standard format; Method statement, Risk Assessments, COSHH statements, and Company Policy for Health and Safety only. All contract documentation provided will be as our normal format only complying with statutory regulations for these works and to our approved quality procedures. As standard, the copy of each document will be provided electronically in PDF format, issued via email. Requests for hardcopies or for alternative presentations will be subject to additional time and cost. Pricing is content dependant, and we will advise of this when requirements are known.

ATTENDANCES

Where installation of doorsets by Titan Door Systems forms part of the contract, your safety provision must allow for our free use of temporary and general accesses, which may include scaffolding to access the site safely and appropriate safety lighting. Provision of appropriate 110v power supply (to within 30m of work area - on each level) for our tools, a clean and dry storage area for unfixed materials and the use of mess rooms, sanitary and welfare facilities is also required. Your site safety provision must also include guarding and protection (where necessary), such as barriers to the door openings and protection of surrounds, all as your site dictates.

Prior to our commencement on site, all of these attendances and any builders work required to make openings compliant with our agreed contract manufacturing drawings, must be in place. These should be complete and available to us on our first day at site, as any delay caused by these provisions not being met will result in additional charges which the Customer must agree to pay prior to our re-mobilisation.

1	
2	
3	
Qty	

A Contract & programme		Project: Pirbright Institute Door - Woking	Page No	3 of 3
	Item	Distance to & from Site 299 miles		
1	Form of Sub-Contract	Titan Doors Systems Ltd: "Conditions of Sale" and "Conditions of Site Installation".		
2	Discount	None		
3	Retention	None		
4	Warranties and defects liability period	12 months form completion of installation.		
5	LAD's and Delay Damages	Up to a maximum of 1% of our subcontract value per week for upto 10 weeks.		
6	Dayworks and Variations	Labour:- £26 per man hour (time on site plus travel time), Materials +35%, Plant + 35%		
7	a Issue of A4 working drawings for approval	Approx 2 weeks from receipt of order, or construction issue drawings - whichever is the later.		
	b Amendment/ re-issue of drawings	1 - 2 weeks from receipt of comments.		
	c Manufacture and commencement of delivery	4 - 6 weeks from approval of drawings.		
	d Notice to commence on site	2 weeks.		
	e Commencement of installation	Within 7 working days of delivery of materials to site.		
	f Estimated completion	To be advised upon receipt of programme.		
8	Transport of materials to site	Number of delivery consignments of materials allowed for within quoted unit prices.	1	
		Charge per consignment for any additional deliveries due to changes in programme or requirements	408	
9	Site Measurement	Number of visits for site measurement of all openings allowed for	0	
		Charge per site survey visits (where none have been included for)	£475	
10	Site Installation (*note:- carried out during normal working hours - unless stated to the contrary)	PRICE SUBJECT TO REVIEW WHEN ACCESS & OPENINGS READY FOR INSPECTION	X	
		Number of fixing days allowed for in quotation installation rates.	1	
		Day rate charge for additional fixing visits, if due to factors outside our control we are unable to complete installation within the number of fixing days stated.	£1,004	
11	Site Supervision	Unless otherwise stated, Site supervision has been allowed for on a Working Site Foreman (whilst on site) basis only. If a "non-working" supervisor is required, or supervisory presence is required to attend site meetings whilst our installation teams are not on site, this will be at an additional charge of:-	£475	
12	Delays and Aborted Visits to Site	Our price is based upon being able to complete our works in one continuous visit. If we are prevented from continuous working through to completeion, we reserve the right to recoever any costs incurred by way of delay or aborted visits. These will be at (priced per visit):	#####	
B Attendances				
	Item (refer to TDL Form 127 "Conditions of Site Installation" for further details)	By Customer	By Company	Chargeable at extra cost
1	Provision of PPE in accordance with H&S at work regulations		X	
2	Provision of site specific PPE required for works	X		
3	Provision of shared welfare facilities	X		
4	Provision of permanent weather protection	X		
5	Dry storage	X		
6	Off-loading by fork lift	X		
7	Distribution to dry store or to within 30 metres of work face	X		
8	Distribution from storage area		X	
9	Hoisting above first floor level	X		
10	110V power source within 30m of work face	X		
11	Leads from power source		X	
12	Task lighting		X	
13	Scaffolding above 3.3Metres	X		
14	Special podiums etc	X		
15	Marking datums	X		
16	Setting-out from datum adjacent to work face		X	
17	Making good incorrect openings and bridging cavities	X		
18	Supply & installation of cavity closers			X
19	Application of sealant			X
20	Protection of adjacent work faces whilst executing works	X		
21	Removal of protection and final clean down if protection left in place (by	X		
22	Return visits to complete fitting of items not fitted during normal attendance due to site factors			X
23	Removal of rubbish to site skip provided by others FOC		X	
24	Removal of existing doors			X

Certificate of Product Approval

Certificate Number: 312f

Issue: 03

Bradbury Security

Dunlop Way
Queensway Industrial Estate
Scunthorpe
DN16 3RN

is authorised to use the LPCB mark in association with the product(s) listed in this certificate and appendix having complied with the requirements of the standard(s) detailed below:

Products

M2M®
hinged security doorsets

Standard

LPS 1175: Issue 7
Requirements and testing procedures for the LPCB approval and listing of intruder resistant building components, strongpoints, security enclosures and free-standing barriers

This certificate and appendix is maintained and held in force through regular surveillance activities

P. Dillon
Signed for LPCB

Paul Dillon
Verifier

06 December 2016
Date of Issue

15 April 2013
Date of First Issue



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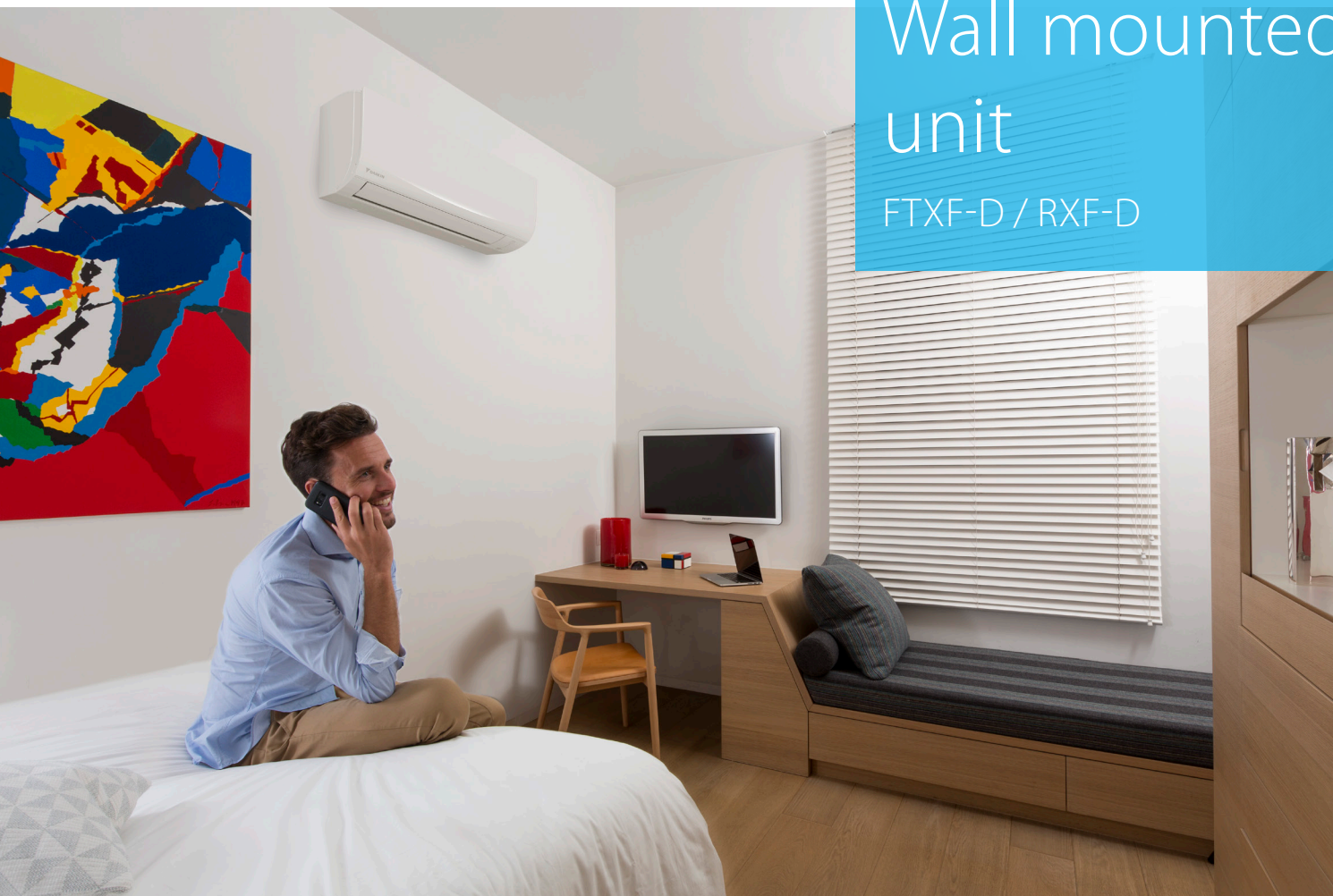
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bre

Wall mounted unit

FTXF-D / RXF-D



sensira



Fan speed steps



Econo mode



Energy saving during standby mode



Fan only



Comfort mode

Wall mounted unit for low energy consumption and pleasant comfort

- › Seasonal efficiency values up to A++ in cooling
- › Onecta app (optional)
- › Quiet in operation
- › Bluevolution range: lower environmental impact

FTXF-D / RXF-D



FTXF-D

Efficiency data				FTXF + RXF	20D + 20D	25D + 25D	35D + 35D	42D + 42D	50D + 50D	60D + 60D	71D + 71D
Cooling capacity	Min./Nom./Max.		kW		1.3 /2.00 /2.4	1.3 /2.50 /2.8	1.3 /3.30 /3.8	1.4 /4.20 /4.3	1.70 /5.00 /6.00	1.70 /6.00 /7.00	2.30 /7.10 /7.30
Heating capacity	Min./Nom./Max.		kW		1.30 /2.40 /3.30	1.30 /2.80 /3.70	1.30 /3.50 /4.40	1.40 /4.60 /5.00	1.70 /6.00 /7.70	1.70 /6.40 /8.00	2.30 /8.20 /9.00
Power input	Cooling	Min./Nom./Max.	kW		0.31 /0.592 /0.72	0.31 /0.772 /1.05	0.31 /1.00 /1.40	0.31 /1.27 /1.50	-1.50 /-	-1.85 /-	-2.77 /-
	Heating	Min./Nom./Max.	kW		0.25 /0.640 /0.95	0.25 /0.750 /1.11	0.25 /0.940 /1.50	0.25 /1.24 /1.40	-1.62 /-	-1.63 /-	-2.21 /-
Space cooling	Energy efficiency class				A++						A
	Capacity	Pdesign	kW		2.00	2.50	3.50	4.20	5.00	6.00	7.10
	SEER				6.50						5.15
	Annual energy consumption			kWh/a	108	135	188	226	282	342	483
Space heating (Average climate)	Energy efficiency class				A+						A
	Capacity	Pdesign	kW		2.20	2.40	2.60	3.30	4.60	4.80	6.20
	SCOP/A				4.11						3.81
	Annual energy consumption			kWh/a	749	818	885	1,075	1,585	1,654	2,275

Nominal cooling capacities are based on: indoor temperature: 27°CDB, 19°CWB, outdoor temperature: 35°CDB, equivalent refrigerant piping: 5m, level difference: 0m. Data for high efficiency series, Eurovent certified | Nominal heating capacities are based on: indoor temperature: 20°CDB, outdoor temperature: 7°CDB, 6°CWB, equivalent refrigerant piping: 5m, level difference: 0m. Data for standard efficiency series | Nominal cooling capacities are based on: indoor temperature: 27°CDB, 19°CWB, outdoor temperature: 35°CDB, equivalent refrigerant piping: 5m, level difference: 0m. | Nominal heating capacities are based on: indoor temperature: 20°CDB, outdoor temperature: 7°CDB, 6°CWB, equivalent refrigerant piping: 5m, level difference: 0m. | See separate drawing for operation range

Indoor unit				FTXF	20D	25D	35D	42D	50D	60D	71D
Dimensions	Unit	HeightxWidthxDepth		mm	286 x770 x225				295 x990 x263		
Weight	Unit			kg	8.00		8.50	9.00	13.5		
Air filter	Type				Removable / washable						
Fan	Air flow rate	Cooling	Silent operation/ Low/Medium/ High	m³/min	4.3 /6.0 /8 /9.8	4.3 /6.2 /8 /10.0	4.4 /6.4 /8 /11.5	4.9 /6.9 /9 /12.6	10.5 /11.9 /14.4 /16.8	10.7 /12.2 /14.8 /17.3	
		Heating	Silent operation/ Low/Medium/ High	m³/min	5.3 /6.2 /8.3 /10.4	5.3 /6.4 /8.4 /10.4	5.3 /6.5 /8.6 /11.9	5.2 /6.7 /8.8 /12.8	10.7 /12.2 /14.8 /17.3	11.3 /12.8 /15.8 /17.9	
Sound power level	Cooling			dBA	53.0	54.0		59.0	59	60	62
	Heating			dBA	55.0		56.0	59.0	61	62	
Sound pressure level	Cooling	Silent operation/Low/High		dBA	20.0 /25.0 /39.0	20.0 /26.0 /40.0	20.0 /27.0 /43.0	22.0 /30.0 /45.0	31 /34 /43	33 /36 /45	34 /37 /46
	Heating	Silent operation/Low/High		dBA	21.0 /28.0 /39.0	21.0 /28.0 /40.0	21.0 /29.0 /40.0	22.0 /28.0 /44.0	30 /33 /42	32 /35 /44	33 /36 /45
Control systems	Infrared remote control				ARC470A1						
	Wired remote control				BRC073A1						
Piping connections Drain					18						

Cooling: indoor temp. 27°CDB, 19°CWB; outdoor temp. 35°CDB; equivalent piping length: 5m; level difference: 0m | Heating: indoor temp. 20°CDB; outdoor temp. 7°CDB, 6°CWB; equivalent refrigerant piping: 5m (horizontal) | See separate drawing for electrical data

Outdoor unit				RXF	20D	25D	35D	42D	50D	60D	71D
Dimensions	Unit	HeightxWidthxDepth		mm	550 x658 x275				734 x870 x373		
Weight	Unit			kg	24.0			28.0	46.0	50.0	
Sound power level	Cooling			-							
Sound pressure level	Cooling	Low/Nom./High		dBA	-/-/46.0		-/-/48.0		-/47 /-	-/49 /-	-/52 /-
	Heating	Low/Nom./High		dBA	-/-/47.0		-/-/48.0		-/49 /-		-/52 /-
Operation range	Cooling	Ambient	Min.~Max.	°CDB	-10 ~48						
	Heating	Ambient	Min.~Max.	°CWB	-15 ~18						

Daikin Europe Naamloze Vennootschap · Zandvoordestraat 300 · 8400 Oostende · Belgium · <https://www.daikin.eu> · RPR Oostende (Responsible Editor)



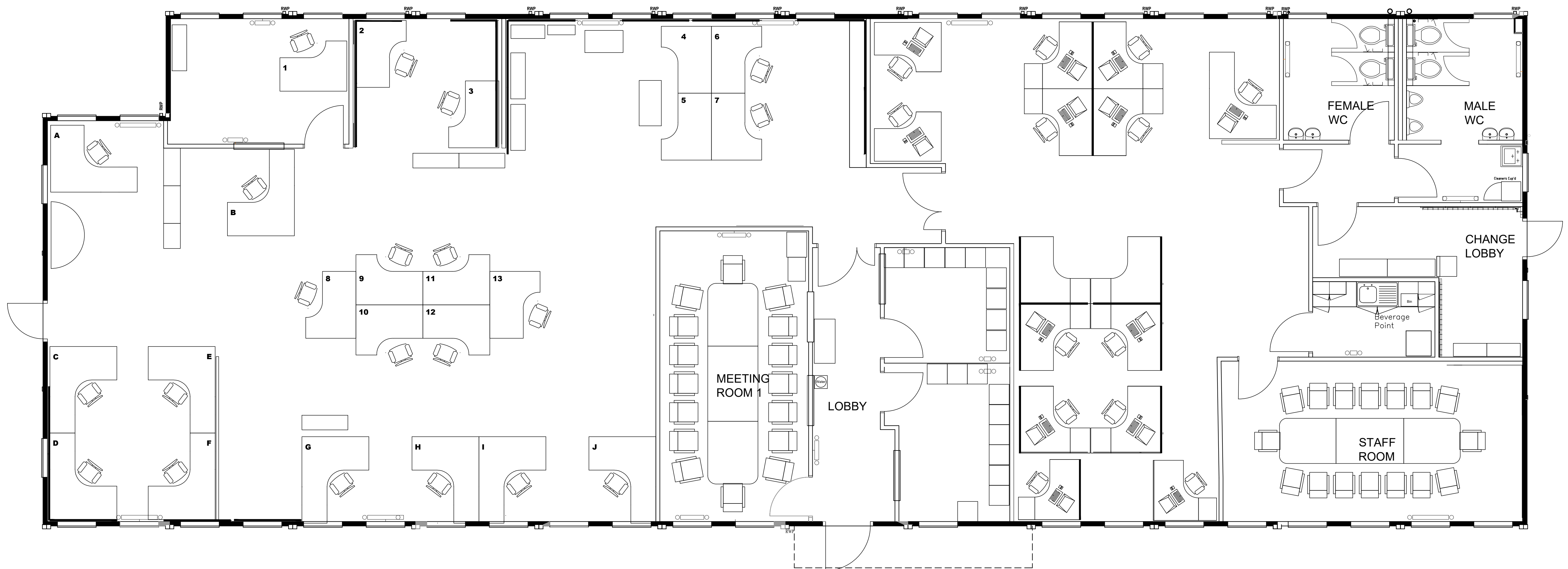
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TPI BACS CONTROL ROOM MOD 2 ~ EXISTING GROUND FLOOR

Appendix E – Form of Offer

ITT Appendix E - Form of Offer

The Pirbright Institute (hereinafter called "TPI")

Tender for the MOD 2 Enabling Works Project relating to Alterations to office layouts in Modular Building 2

To: The Pirbright Institute (TPI)
Ash Road, Pirbright
Woking,
Surrey
GU24 0NF

Date: [Bidder to insert date]

The essence of selective tendering is that *bona fide* competitive bids are received from all persons tendering. In recognition of this principle: -

I/We certify that this is a *bona fide* tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the tender, or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We certify that I/ We have not and will not in future, canvassed or solicited any member of TPI in connection with the award of this Tender or any other Tender or proposed Tender and that no person employed by me/us or acting on my/our behalf has done any such act.

I/ We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts: -

- a. communicating to a person other than TPI the amount or approximate amount on my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the tender for insurance); or
- b. entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender submitted; or
- c. offering or agreeing to pay or give or paying any sum of money, inducement, or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender any act or omission

I/We also agree the following: -

- a. to be responsible for obtaining at our expense all information necessary for the preparation of our tenders.

- b. to keep confidential to TPI all information supplied by TPI in or in connection with this Invitation to Tender.
- c. TPI is not bound to accept the lowest or any tender. TPI may, unless the bidder expressly stipulates to the contrary, accept any part of any Tender.
- d. all information supplied to the bidder by TPI or contained in publications supplied to the bidder is supplied only for general guidance in the preparation of the Tender. Bidders must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by TPI for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.
- e. in the event of my/our Tender being accepted by TPI the supply of Works/Goods/ Services shall be in accordance with the Tender documents unless TPI shall have expressly agreed in writing to the contrary.

I/We further certify that the principles above have been, or will be, brought to the attention of all sub-contractors, bidders and associate companies providing services or materials connected with this tender, and any contract entered into with the sub-contractors, bidders or associated companies will be made on the basis of compliance with the above principles by all parties.

This section must give details, where the bidder is an individual, by that individual and where the bidder is a partnership, by two duly authorised partners; and where the bidder is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.

Name and Position:	[Insert name and position]
Email:	[Insert e-mail]
Signature:	[Provide signature]
For and on behalf of:	[Insert Tenderer Name]
Address:	[Insert Bidder address]