



Tender Return Instructions

The Royal Institution of Cornwall, Roof Repair Works

Job Number

230794

Date

26.04.2024

Dear Sirs,

ROYAL CORNWALL MUSEUM, ROOF REPAIR WORKS – TENDER DOCUMENTATION

For the purposes of the Contract, you will be considered to have fully informed yourself of the nature and extent of the works. All visits to the site to be by prior arrangement with exeter.admin@kendallkingscott.co.uk ; Tel: 01392 266890

Tendering will be in accordance with JCT Tendering Practice Note 2017. Tenders must be returned by 5pm on Friday 31st May 2024 to this office and must remain open for acceptance for a period of twelve weeks from this date.

Kendall Kingscott will accept an electronic tender return. Failure to submit your electronic tender in the following manner will invalidate your return.

- Complete your Form of Tender by including your Tender Sum, signature and date. PDF the Form of Tender and add password protection for your personal access and records.
- Submit your PDF password protected document to exeter.tender@kendallkingscott.co.uk by the designated tender return date and time.
- After the tender return date and time have expired, Kendall Kingscott will access the electronic tenders submitted to the exeter.tender@kendallkingscott.co.uk email account and confirm that the electronic tender was received prior to the tender return cut-off date and time. We will then telephone your offices and request that you provide the password information for us to open your document. Your tender return will then be opened, recorded and processed following our QA procedures.

Important Points

You must send your electronic tender return to the exeter.tender@kendallkingscott.co.uk email address by the designated tender return date and time.

Your electronic tender submission **must** be exclusively password protected by your organisation.

To ensure a valid tender is received from you, Kendall Kingscott will be pleased to undertake a "trial run" prior to the tender return date – contact Rebecca Nelder in this office. The trial must use its own exclusive password and not relate to this tender opening in any way.