

## CHICKERELL TOWN COUNCIL

### Invitation to tender for the proposed construction of an extension to St. Mary's Burial Ground, North Square, Chickerell, DT3 4DX.

14 MAY 2025

TGMS1248.4

STATUS: TENDER



REVISION RECORD					
Rev	Date	Description	Prepared	Checked	Approved
0	14-05-25	Document Creation.	RE		

# INVITATION TO TENDER

We are pleased to invite your company, on behalf of our client Chickerell Hill Town Council, to submit a tender for the provision of the below service.

## **Construction of an extension to St. Mary's Burial Ground**

Please find the following Tender Documents comprising:

1. Specification including summary of Contract Preliminaries & Form of Tender (TGMS1348.3 St. Mary's Burial Ground Extension construction specification 30 11 24).
2. Tender Drawing: Tgms1348.3-1 St Marys Burial Ground Extension - Site Layout.
3. Work Schedules (in Excel - for ease of return); TGMS1348.3 St Marys Burial Ground Extension Work Schedules 30 11 24.
4. Tender return documents (in Word – for ease of return); TGMS1348.4 St. Mary's Burial Ground Extension Tender Return Document 14 05 25.
5. TGMS Tender Assessment Criteria Cemeteries 70-30 2025.

Your tender submission should comprise the following:

1. Completed Form of Tender.
2. Completed Work Schedules (in excel).
3. Completed Method Questionnaire.
4. Completed Sub-contractors Questionnaire.
5. Completed References Questionnaire.
6. Proposed programme of works on weekly resolution.

Please note, the tenders will be assessed on the basis of 70% cost, 30% quality as per the attached criteria.

**The signed tender submission is to be returned by email to both [tenders@tgms.co.uk](mailto:tenders@tgms.co.uk) by no later than 17:00 on Friday the 13<sup>th</sup> of June 2025.** Using your email software, please request both delivery and read receipts.

Please note the following:

1. Check the tender documents and notify us immediately if there are any omissions.
2. All items in the Work Schedules are to be priced in GBP. Any costs relating to items which are not priced will be deemed to have been included elsewhere in your tender.
3. Tenderers should note that all bids will be carefully scrutinised and, after making any necessary enquiries, any bids which are considered not to be credible, whether on the basis of price or resourcing, will be eliminated.
4. Any questions you may have regarding any part of these documents are to be presented in email to [tenders@tgms.co.uk](mailto:tenders@tgms.co.uk) by **no later than Friday the 6<sup>th</sup> of June 2025**. All tenderers will receive a copy of all the questions submitted, together with replies, via email by **Monday the 9<sup>th</sup> of June 2025**.
5. Tenderers are prohibited from contacting councillors or council staff to encourage or support their tender outside the prescribed process.
6. In order to facilitate the proper comparisons of tenders, no unauthorised alterations to the tender documents shall be made. Tenders containing unauthorised alterations or qualifications may be rejected. If you desire to make any changes, your proposals should be submitted to us in time to be considered and, if approved, circulated to all tenderers.

Arrangements for undertaking a site visit during the tender period can be found in **Section 2.1.2** of the Specification. It is recommended that Contractors should visit the site to familiarise themselves with site constraints.

N.B. The Client reserves the right to not award a contract from this tender process.