28th November 2023

Dear Sirs

**INVITATION TO TENDER**

**OFFICES & PUBLIC TOILET FOR LITTLE PAXTON PARISH COUNCIL**

You are invited to submit your best price and programme for the completion of the Works described in the enclosed documents

1. LP Offices - Preliminaries
2. LP Offices – Preconstruction Information
3. LP Offices - Activity/Pricing Schedule
4. LP Offices – Contractor Design and Product Selection

Architect Drawings - Binney Sims (Architect) Drawings - Series 730/3

Engineers Drawings - SM Design & Consulting Ltd (Structural Engineers) – Structural Sketches & Calculations

Water Connection Quote

We draw to your attention that you are not required to price for the following which are shown on the drawings:- Solar Panels, Electric Vehicle Charge Point, Roof windows (removed from scope)

Instructions to Tenderer

1. Please return your tender by post to c/o Parish Clark, 11 Hayling Avenue, Little Paxton, Cambridgeshire, PE19 6HG in a sealed envelope marked **“TENDER SUBMISSION”** no later than 5pm on Monday 19th January 2024.
2. All enquiries during the tender period shall be sent by email to [lawrence@portassociates.co.uk](mailto:lawrence@portassociates.co.uk)
3. The Works are in a location accessible to the public, the tenderer may visit the site at any reasonable time.
4. You should assume a start on site date in End February/Early March 2024 but a Contract will be awarded prior to this and pre-installation activities may commence.
5. The tenderer shall return the following information with their offer, failure to provide any of this information may render the tender void

* Form of Tender
* Completed “3. Activity Pricing Schedule” document
* Completed “4. Contractor Design and Product Selection” document
* Offer clarifications

**Please acknowledge receipt of this invitation to tender and confirm that you are prepared to provide the information requested by the return date.**

Should you have any questions please do not hesitate to contact me

Yours Faithfully

Lawrence Port BSc MRICS

**FORM OF TENDER**

To: Little Paxton Parish Council

c/o

Parish Clerk (Mrs Jennifer Gellatly)

11 Hayling Avenue

Little Paxton

Cambridgeshire

PE19 6HG

Dear Sirs,

**Tender for Offices and Public Toilet at Little Paxton playing field**

1. We have read the information provided in your Invitation to Tender and subject to and upon the terms and conditions contained therein, we offer to supply the Works described therein for £ ( )
2. We agree that our tender remains open for acceptance for a period of 60 days from the submission date.
3. We understand that that you are not bound to accept the lowest or any tender, nor assign a reason for the rejection of any tender. We accept that any costs incurred in preparing our tender are for our own account.
4. We confirm that the person who’s signature is below is a duly authorized signatory of the company.
5. We understand that if our tender is acceptable then we shall be reimbursed for the Works in accordance with the terms and conditions of the Contract to be executed between us.
6. We require the following times to complete the works

Mobilization Period \_\_\_\_\_\_\_\_ weeks

Construction Period \_\_\_\_\_\_\_\_ weeks

Proposed start on site date \_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: ­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_