|  |
| --- |
| First Name Last Name |
| Organisation  Address |

Dear First Name

### **Invitation to Tender | Appointment of cost consultant / quantity surveyor**

The Client wishes to establish a Contract for the provision of Cost Consultant Services for the redevelopment of the Project from RIBA Stage 2 to completion, based on the RIBA Plan of Work. I enclose our information pack, consisting of:

1. Invitation to Tender

2. Associated appendices A to K inclusive.

This Invitation to Tender letter covers:

• Programme for the Appointment

• Tender Response Instructions

• Briefing for the competitive interview/ Presentation

All the information is given in good faith. However, it is the responsibility of the tenderers to verify all information provided. The preparation and submission of tenders shall be entirely at the tenderers’ cost.

Please note that we will take up references as supplied.

Programme and Appointment

We envisage the following process:

| Step | Description | Date |
| --- | --- | --- |
| 1 | Publish Contract Notice (ITT) on Find A Tender | 20th November 2024 |
| 2 | Formal Site Visits | 4th – 10th December 2024 |
| 3 | Clarifications Deadline | 12:00 noon 23rd December 2024 |
| 4 | Tender Return Submission Deadline | 12:00 noon 7th January 2025 |
| 5 | Tender Evaluation Period | 7th – 20th January 2025 |
| 6 | Preferred bidder selected & Contract Award Notice issued | 4th February 2025 |
| 7 | Notify Successful / Unsuccessful Bidders | w/c 4th February 2025 |
| 8 | Start Up Meeting | w/c 17th February 2025 |

Clarification Questions

There will be opportunity for you to ask any questions about the appointment including questions in relation to the specification issued.

Please submit all questions by 12:00 noon on 23rd December 2024 to [daisy.pepper@uk.RLB.com](mailto:daisy.pepper@uk.RLB.com) copied to [ruta.valasinaite@uk.rlb.com](mailto:ruta.valasinaite@uk.rlb.com)

Please note that questions raised will be answered in writing to all participants in anonymous form by 3rd January 2025.

Tender Response Instructions

Tenders to be addressed to the procurement department and sent via Find A Tender, using reference NLHF/QS.

Tenders should be returned no later than 12:00 noon on 7th January 2025. All documents are to be in English language. The Client will not consider individual requests for extension of return date/ time, although it may in its own absolute discretion extend the return date (in which case the extension will apply to all candidates). Electronic copies of all information are required. Tenders should be clearly marked “Tender for Appointment of Cost Consultant Services”.

Your Tender should include:

1. Completed Form of Tender – Appendix H
2. Completed Certificate of Non-Collusion – Appendix I
3. Supplier Information, Economic and Financial Standing, and References
4. Response to Qualitative Assessment questions
5. Completed Pricing Schedule – Appendix J

Competitive Interview/ Presentation

Shortlisted firms will be asked to present their proposals to the selection panel. The panel will then ask questions. The session is expected to last for one hour. The sessions will take place between 14th and 15th January 2025. Further details will be given to the shortlisted firms.

The Client reserves the right not to appoint any of the shortlisted firms.

Yours sincerely

Daisy Pepper

Senior Project Manager

Encs