



**Consulting Engineers**  
London | Kent | East Sussex

## **WIVELSFIELD VILLAGE HALL**

### **EAST END EXTENSION**

### **ELECTRICAL SERVICES SPECIFICATION**

### **VOLUME 1 – FORM OF TENDER AND PRICING DOCUMENT**



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# **WIVELSFIELD VILLAGE HALL EAST END EXTENSION ELECTRICAL SERVICES SPECIFICATION VOLUME 1 – FORM OF TENDER & PRICING DOCUMENT**

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**Client:**

Gary Thompson  
Crowther Associates Architects  
Pelham House  
25 Pelham Square  
Brighton  
BN1 4ET

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**Project Site Address:**

Wivelsfield Village Hall  
Eastern Road  
Wivelsfield Green  
RH17 7QG

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**Prepared By:**

Conor Callcutt  
Crofton Design

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Project Ref: 18206  
Issue Status: D4-T02  
Issue Date: 21/07/2020

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**1.0 FORM OF TENDER**

**For: Electrical Building Services**

**At: Wivelsfield Village Hall**

**To: East End Extension**

1. We have perused the following documents:
  - Electrical Specification Volume 1A – Form of Tender & Pricing Document
  - Electrical Specification Volume 2A – Particular Preliminary Requirements
  - Electrical Specification Volume 3A – Technical Specification
  - Electrical Specification Volume 4A – Electrical Schedules
  - Electrical services drawings as listed within the drawing issue sheet
2. We have obeyed the rules regarding confidentiality of tender, and will continue to do so as long as they apply.
3. We agree that, during consideration of this offer, should genuine errors in pricing or errors in arithmetic be discovered in the completed documents submitted by us, we will be afforded the opportunity of confirming our offer, or of withdrawing it in accordance with Alternative 1 contained in Schedule 6 of the 'Code of Procedure for Single Stage Selective Tendering 1996'.
4. Subject to and in accordance with the paragraphs above and the terms and conditions contained or referred to in the documents listed above, we offer to execute all Works referred to in the aforementioned documents in consideration of payment by the Employer of the sum shown in the completed Pricing Document of (in words).

\_\_\_\_\_ )  
(£ \_\_\_\_\_)

Plus re-imburement by the Employer of Value Added Tax in accordance with the Conditions.

Signed ..... in the capacity of .....

duly authorised to sign tenders for and on behalf of (in BLOCK CAPITALS)

.....

Postal Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

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



**2.0 DECLARATION THAT TENDER IS A BONA FIDE COMPETITIVE TENDER**

**For: Electrical Building Services**

**At: Wivelsfield Village Hall**

**To: East End Extension**

The essence of selective tendering is that the Client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- a) Communicating to a person, other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- 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 to be submitted;
- c) Offering or paying, or giving or agreeing, to pay or give any sum of money 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 for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and anybody or association, corporate or un-incorporate' and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

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Signature: .....

Dated: .....

Position: .....

For and on behalf of: .....



**3.0 SCHEDULE OF MATERIALS**

**For: Electrical Building Services**

**At: Wivelsfield Village Hall**

**To: East End Extension**

The Contractor shall identify below the manufacturer, type etc, for any equipment or materials being offered alternative to those specified.

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Signature: .....

Dated: .....

Position: .....

For and on behalf of: .....



**4.0 SUB-LETTING**

**For: Electrical Building Services**

**At: Wivelsfield Village Hall**

**To: East End Extension**

The Tenderer shall state below the name and addresses of any firms to whom he proposes to sub-let work.

The contractor shall advise at tender stage his proposed mechanical & electrical sub-contractors, together with 3 client references for each.

SUB-CONTRACT WORK

NAME OF SUB-CONTRACTOR

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Signature: .....

Dated: .....

Position: .....

For and on behalf of: .....

**5.0 BASIC LABOUR RATES**

**For: Electrical Building Services**

**At: Wivelsfield Village Hall**

**To: East End Extension**

Labour and materials are to be provided for such works to any extent as the Engineers may instruct to be executed as day works.

The rates for labour shall be based on the rates of wages, travelling time, fares and subsistence payable by the Contractor and are to be included. In addition, for the provision and use of all plant and tools required, all necessary supervision, all liabilities as an Employer (including any payment in connection with the operating of any bonus scheme that may exist or the working of overtime) and insurance, 'holidays with pay' contributions, overheads and profits, as defined in the Specification submitted with the Invitation to Tender.

The value of the materials used will be ascertained on the basis of the actual cost to the Contractor of the materials and after deduction of all trade discounts, rebates, allowances and cash discounts insofar as such discounts exceed 2.5%.

The Contractor shall state below the rates for labour and materials in dayworks, which will be applicable to works so ordered by the Engineers to be executed as dayworks.

**Electrical Services**

Foreman Electrician	.....	per hour
Technician	.....	per hour
Approved Electrician	.....	per hour
Electrician	.....	per hour
Assistant	.....	per hour

Percentage profit required to be added on labour, materials and dayworks.

Labour	.....	%
Materials plus	.....	%
Plant Plus	.....	%

Signature: .....

Dated: .....

Position: .....

For and on behalf of: .....



**6.0 SCHEDULE OF RATES**

**For: Electrical Building Services**

**At: Wivelsfield Village Hall**

**To: East End Extension**

The Tenderer shall state below the unit rate cost to supply and install the items detailed. This rate will be used as an agreed value to vary the quantity of the item denoted.

<u>ITEM</u>	<u>UNIT RATE</u>
Socket Outlet (wall mounted)	£

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Signature: .....

Dated: .....

Position: .....

For and on behalf of: .....

**7.0 PRICING DOCUMENT**

**For: Electrical Building Services**

**At: Wivelsfield Village Hall**

**To: East End Extension**

This summary is part of the Tender and shall be completed at the time of tendering.

The brief description given hereunder is to be read in conjunction with the contract documents and shall include for the works to be carried out wherever required to meet the agreed completion date.

**Section A – Electrical Services**

<b>1.0</b>	<b>Strip Out Works</b>	
	<ul style="list-style-type: none"> <li>• Isolation, disconnection and removal of existing power services.</li> <li>• Isolation, disconnection and removal of existing lighting services.</li> </ul>	
	<b>Sub-Total 1.0</b>	<b>£</b>
<b>2.0</b>	<b>Electrical Distribution</b>	
	<ul style="list-style-type: none"> <li>• Check and Test and Report on existing installation.</li> <li>• Supply and installation of T&amp;E cabling installation from existing main panel.</li> <li>• New 3 phase supply to Oven / Hob, incl 3 phase contactors and interface wiring to knock off and fire alarm interface.</li> <li>• Supply and installation of new distribution board, DB1</li> <li>• Fire alarm interlock contactors, knock off buttons and associated ancillaries and wiring to fire alarm interface.</li> <li>• Earthing and bonding.</li> </ul>	
	<b>Sub-Total 2.0</b>	<b>£</b>
<b>3.0</b>	<b>Internal Lighting Installation (exc. Luminaires)</b>	
	<ul style="list-style-type: none"> <li>• Supply and installation of final circuit distribution, switching and containment</li> <li>• Installation of luminaires</li> <li>• Supply and installation of lighting controls</li> </ul>	
	<b>Sub-Total 3.0</b>	<b>£</b>
<b>4.0</b>	<b>Internal Lighting Installation (Luminaires)</b>	
	<ul style="list-style-type: none"> <li>• Supply of luminaires.</li> </ul>	
	<b>Sub-Total 4.0</b>	<b>£</b>
<b>5.0</b>	<b>Small Power Installation</b>	
	<ul style="list-style-type: none"> <li>• Supply and installation of containment.</li> <li>• Supply and installation of final circuit distribution.</li> <li>• Supply and installation of accessories.</li> </ul>	
	<b>Sub-Total 5.0</b>	<b>£</b>

<b>6.0</b>	<b>Supplies to mechanical plant</b>	
	<ul style="list-style-type: none"> <li>Supply and installation of electrical supplies to mechanical fans, kitchen hood, fan heaters and panel heaters. Thermostatic controls, wiring centres and ancillaries.</li> </ul>	
	<b>Sub-Total 6.0</b>	<b>£</b>
<b>7.0</b>	<b>Testing and Commissioning</b>	
	<ul style="list-style-type: none"> <li>Testing and Commissioning of installations</li> </ul>	
	<b>Sub-Total 7.0</b>	<b>£</b>
<b>8.0</b>	<b>O&amp;M's/Record Drawings</b>	
	<ul style="list-style-type: none"> <li>Provision of O&amp;M Manuals and Record Drawings and Building User Guide</li> </ul>	
	<b>Sub-Total 8.0</b>	<b>£</b>
<b>9.0</b>	<b>Other Items</b>	
	<ul style="list-style-type: none"> <li>Other items described within the specification, but not specifically itemised above.</li> </ul>	
	<ul style="list-style-type: none"> <li>Provisional Sum. Repairs to existing systems.</li> </ul>	<b>£1000.0</b>
	<ul style="list-style-type: none"> <li>Relocate existing CCTV cameras</li> </ul>	<b>£750.0</b>
	<b>Sub-Total 9.0</b>	<b>£</b>
	<b>Sub-Total Section A</b>	<b>£</b>

Signature: .....

Dated: .....

Position: .....

For and on behalf of: .....