



3rd January 2018

Our Ref: 6005

Internal and External Repairs and Refurbishment Works @ Longbeech Cottage, Forest Road, Fritham, Hampshire, SO43 7HH

We are pleased to invite you on behalf of our client, Forestry Commission England, to tender for the internal and external repair and refurbishment works to a detached 3-bedroom residential property within the New Forest, Hampshire.

Please refer to the following documentation for tendering:

- Award Criteria Document with Specific Requirement Questions
- The Specification and Schedule of Works.
- 1No. Form of Tender (contained in Appendix A);
- 1No. Certificate of Non-Collusion (contained in Appendix B);
- Kitchen Quotation and Plan (contained in Appendix C);
- 4No Drawings (contained in Appendix D)

The documentation shall be available via the GOV.UK Contracts Finder Website: <https://www.contractsfinder.service.gov.uk/Search>, alternatively it can be requested directly from our office and sent electronically.

Please check the documentation upon receipt and report any discrepancies should there be any found. Do not amend the documentation without written authorisation.

The tender is to be completed as a formal tender document and hand delivered or sent by post to reach:

Mr Chris Barrett
Day Associates Ltd
Castle Malwood
Minstead, Hants
SO43 7PE

Tenders must be received no later than 12:00 midday on Monday 29th January 2018.

Please ensure our project number is clearly marked on the outside of the envelope. A tender received after this time on the appointed date will not be considered.

Points of consideration:

1. The contractor must provide the fully priced specification with the submission, breaking down all areas as defined. A total sum without a detailed breakdown shall not be accepted. NB; The Form of Tender and Certificate of Non-Collusion Must Be Completed and returned at the same time.
2. Only a tender submitted in the approved form will be considered. Tenders submitted by telephone, fax or email will not be accepted unless explicitly agreed with the Contract Administrator.
3. Under the current CDM 2015 Regulations, we are unable to consider tender submissions from contractors who are not competent under these regulations. Please provide your details of CHAS accreditation or suitable equivalent confirming competency to deliver works as a Principal Contractor.
4. This tender process is to comply fully with the Public Contract Regulations 2015 and the Forestry Commission - Public Procurement Policy. Please refer to the below weblinks for more information:
<https://www.forestry.gov.uk/tenders>
<https://www.forestry.gov.uk/england-tenders>.

To ensure that requirements are met and 'best value' is procured appropriately; you must supply a suitable response to the two set questions within the 'Award Criteria' document. NB; these must be answered in addition to providing a cost-effective tender in which to be considered. The evaluation matrix and scoring criteria are detailed for clarity of requirements.

5. Access for site inspections are only to be arranged with the Contract Administrator at this office.

We trust the above instructions are clear. If you have any queries, please do not hesitate to contact our office.

Kind regards,



Chris Barrett *DipSP Assoc.RICS*

For and on behalf of
Day Associates (New Forest) Ltd