

## NOTICES TO TENDERERS

### 1) DELIVERY OF TENDERS

1. It is the tenderers responsibility to ensure that their tenders arrive at the office address and by the date and time as shown on the tender form. The Authority does not undertake to consider late tenders.
2. Tenderers are required to submit jointly a Technical and Financial Submission, as detailed below. It should be noted that the Technical Submission will be assessed before the Financial Submission. Tenderers failing to score 60% or more on the Technical Submission will have their Financial Submission rejected.
3. When returning your tender you must include:

#### a For Technical Submission

To include, at least, the completed and signed technical return document comprising;

- Relevant experience & contract examples
- Insurance statement
- Completed and signed list of all subcontractors proposed to be used
- Completed and signed list of products and materials deemed by the Tenderer to be equivalent to those specified

& the following documents to be provided by the tenderer:

- Programme of works or summary thereof
- Outline Method Statement
- Tender Stage Method Statements for specific items
- Details of Company Quality Control resources
- Health and Safety information
- Outline Construction Phase Health & Safety Plan including Risk Assessments and Method Statements addressing those risks
- Evidence of insurance cover
- Details of the proposed supervisory staff and general site organisation
- List of personnel to be engaged on the works

**TECHNICAL SUBMISSION WILL BE ASSESSED ON THE ABOVE CRITERIA**

**b For Financial Submission**

To include the Price Return document comprising;

- The Form of Tender.
- Tender Summary.
- Schedule of Stage Payments
- Provisional Sums (if applicable).
- Day work Rates
- Schedule of Rates (if applicable)

& where applicable the following documents to be provided by the tenderer:

- Detailed Tender Price Breakdown (priced in each element of the Schedule of works)
- A schedule of Stage Payments
- Alternative tender proposals if applicable

4. The envelope must not bear any indication of the tenderer's name and/or address. Where a courier service is used, the courier should be instructed accordingly.
5. The Authority will not admit a tender conveyed by email, telephone or facsimile. The completed tender documents and all attachments should be returned, in an endorsed envelope with the wording 'TENDER TAVISTOCK MUSEUM', to arrive no later than 12pm noon on Monday 15th May 2023 to Tavistock Town Council Offices, Drake Road, Tavistock, Devon, PL19 0AU. The envelope should bear no names or marks to indicate the sender.

**2) UNQUALIFIED TENDERS**

Tenderers are reminded of the need to submit complete tenders strictly in accordance with the enclosed tender documents, without qualifications. Failure to comply may lead to invalidation of such tender offers. All those documents, which are required to be completed and / or signed must be completed in full, in black ink or type, and returned with the tender.

**3) ALTERNATIVE OFFERS**

A tender involving any modification to the design specified in the enclosed tender documents must be made by way of an alternative offer. An alternative tender must also be free of qualifications, show clearly the technical modifications (and different plant, where applicable) and be priced in detail to show how and where costs would differ from those submitted on the basis of the Authority's tender documents. No alternative tender will be considered unless a tender based strictly on the tender documents is also submitted.

**4) APPROVAL OF SUB-CONTRACTORS**

Tenderers are required to provide details of all proposed Subcontractors with their tender. In particular the use of scaffolding firms, roofing companies and specialist Subcontractors

will require the use of suitably qualified, registered or certificated firms only. The Authority cannot accept any liability for a change in Subcontract policy as a result of non-compliance with this requirement. As the use of Subcontractors requires the approval of the Authority prior to their commencing work, failure to notify details as required may cause delays to the Contract at a later date.

**5) GENERAL**

Tenderers must check through all the documents, enclosed with the invitation to tender, for missing or duplicated documents, sections or pages.

Tenderers shall be held to have examined the tender documents carefully and must, during the tendering period, notify the contact, listed in the invitation to tender, of any discrepancies. Tenderers shall be deemed to be satisfied by any resulting corrections and to have covered all obligations, under the Contract, within their tender price.

Before tendering, the tenderer is advised to inspect any documents referred to but not enclosed with the invitation to tender and to visit the site for the proposed works. No claim will be entertained in respect of any want of knowledge, which could have been satisfied by such inspection or visit.

Tenderers who fail to resolve the above, or any other points, during the tender period and submit qualified tenders or separate letters containing qualifications are advised that such tenders may be rejected without consultation.

**PEOPLE TO CONTACT & INSPECTION OF THE SITE**

1. For technical matters relating to this tender and the works involved please contact:

Mr James Neal Senior Architect Gillespie Yunnie	Tel: 01803 860010 Mobile: Email: <a href="mailto:james@gyarchitects.co.uk">james@gyarchitects.co.uk</a>
Mr Wayne Southall General Manager Tavistock Town Council	Tel: 01822 616134 Mobile: 07714 222341 Email: <a href="mailto:wayne.southall@tavistock.gov.uk">wayne.southall@tavistock.gov.uk</a>
Ms Becky Rowe Works Manager	Tel: 01822 616134 Email: <a href="mailto:becky.rowe@tavistock.gov.uk">becky.rowe@tavistock.gov.uk</a>

2. For queries of a contractual matter or access requirements relating to the tender documents (apart from specifications, drawings or other technical details) please contact:

Wayne Southall  
Tavistock Town Council  
Town Council Offices  
Drake Road  
TAVISTOCK  
PL19 0AU