

INSTRUCTIONS TO TENDERERS

1.0 INSTRUCTIONS TO TENDERERS

- 1.1 The tender value is to be determined from the enclosed specification, drawings, Contract Conditions and Programme, and priced in accordance with the enclosed invitation to tender letter and all documents listed therein.
- 1.2 The tender should be nett of any discounts for prompt monthly payment and be a Fixed Price. The tender should exclude Value Added Tax.
- 1.3 Qualified tenders should not be submitted. A tender, which is accompanied by any conditional letter, standard conditions, or qualification whatsoever, will be liable to rejection without further discussion with the Tenderer.
- 1.4 Alternative proposals will not be considered unless the Tenderer also submits an unqualified tender in accordance with the tender documents. Subject to the above, both the Employer and the Main Contractor are keen to review any alternative proposals that do not detract from the general appearance, functionality or quality of the finished work, or creates an adverse programme effect.
- 1.5 Should the Tenderer wish to offer alternative proposals for any part of the Works, then these should each be accompanied by a fully detailed description of the alternative method, materials or equipment being offered, including samples or references where appropriate, and implications to the overall programme.
- 1.6 It is essential that, should the Tenderer consider it necessary, he visits the site to make himself fully aware of all the conditions under which the work is carried out. Arrangements for visiting site are to be made with either :

SRM Project Director Simon Frawley on either simon.frawley@srm.com or 07384118066.

SRM Commercial Manager Stephen Balls on either s.balls@srm.com or 07970627465.

- 1.7 The tender is to be returned in a sealed envelope as per clauses 1.8 and 1.9 below, **and must include the following documents and details in Sections as shown:**

1.7.1 Section 1 Price

- a) The Main Contractor's pricing schedule which totals the tendered sum, ~~and confirmation that the Tenderer will provide a Performance Bond for 10% of the Sub-Contract Sum and an Ultimate Parent Company Guarantee.~~
- b) The tender value is to be determined and priced in accordance with the accompanying letter of enquiry and all documents contained or referred to therein.
- c) The tender value is to be determined and submitted in ££ Sterling.
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- d) The completed Schedule of Dayworks.
- e) Please ensure that you comply in the pricing with any of the pricing instructions and rules that are described in the Volumes 1 & 2.

1.7.2 Section 2 Programme

- a) An outline Tender Programme indicating periods for all drawing production, manufacture, fabrication and installation for each section of the works. Where appropriate periods/hold points must also be shown for drawing calculation, samples, etc approval.
- b) A Method Statement outlining the method and sequence of working, types of plant, equipment, and proposed manpower resources to be used.
- c) A programme or histogram showing proposed manpower resources both on and off site.

1.7.3 Section 3 Management

- a) The following in respect of the Construction (Design and Management) Regulations 2015.
 - A copy of the Tenderers Safety Policy.
 - Name of Tenderers Director responsible for Health and Safety.
 - The following information in respect of the Tenderers notifiable incidents over the last 3 years.
 - Fatalities
 - Major Injuries
 - 3-Day Incidents
 - Details of any prohibition notices and the like received in the same period are also to be provided
 - Evidence that in the preparation of the tender the Tenderer has taken due account of the level of resources necessary to enable the Tenderer to comply with the requirements and prohibitions imposed on the Tenderer by or under the relevant statutory provisions.

NOTE: It is a legal requirement that the Main Contractor is reasonably satisfied as to the competence of the Tenderer to carry out or manage, the Sub-Contract Works. Failure to provide the above information with the tender will thus render the tender liable to rejection without further discussion with the Tenderer.

- b) A statement regarding the Tenderer's ability to comply with the requirements of BS5750 or the agreed international standard ISO 9000.
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- c) The name of the Tenderer's Director in charge and management structure indicating the personnel who would be involved in the management of the Works and whether they would be full time on site or only visiting.
- d) Details of any proposed sub-letting of any portion of the Works.

1.7.4 Section 4 Technical

- a) Drawings – to support tender offer solution and as requested by the Specification and Volume 2.
- b) Samples – to support tender offer solution and as requested by the Specification and Volume 2.
- c) Description of how the offer meets the Specification and any technical details for review by the consultants.

- 1.8 The address and contact details for the tender return are as follows:-

Sir Robert McAlpine Ltd
9th Floor,
Export House,
Cawsey Way,
Woking,
Surrey,
GU21 6QX

For the attention of : Stephen Balls, Mark Ireland & Alex Bell

Tenders are to be sent in triplicate and clearly labelled “**Private & Confidential, DO NOT OPEN**” & “**PROJECT: WOKING, VICTORIA SQUARE.**”

In addition to the hard copy tender return, please email a copy of your tender return to the following:

s.balls@srm.com
mark.ireland@moyallen.co.uk
alex.bell@whstephens.com

- 1.9 The tender enquiry implies no obligation to accept the lowest or any tender or any responsibility for any expense or loss that may be incurred by the Sub-Contractor in the preparation of his tender.
 - 1.10 The use anywhere in the Volume 1 or 2 documents of the reference to ‘Sub-Contractor’ in lieu of ‘Tenderer’ shall not confer the suggestion that that status is assured or necessarily likely.
 - 1.11 For ease of identification and reference, where the Sub-Contractor has queries, comments or clarifications on the specification issued with the Invitation to Tender, these shall be presented in a schedule in tabular format
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and shall include rows containing a unique reference number, the specification clause number, specification page, existing specification description and the Sub-Contractors comment or clarification.

Tender clarifications shall be concise and all contained within the schedule described and not spread across a series of sections.