

(1) DATE AND TIME FOR RECEIPT OF TENDERS - Your tender shall be submitted to reach Victory Housing Trust, Tom Moore House, Cromer Road, North Walsham, Norfolk NR28 0NB, not later than 12 noon 9th May 2017.

Tenders must be received by the Client by Registered Post or Recorded Delivery or delivered by hand to the address above, no later than the date and time set out above. Tenders may be delivered by hand only during normal working hours Monday to Friday, excluding public holidays, 0900 hours to 1700 hours and must be taken to the address set out in the Invitation, where a signed receipt must be obtained.

Tenders must be sent in a single plain sealed and non-resealable package bearing the words "DO NOT OPEN Tender For Unadopted Road Repair Works" addressed to Darryl Cox, Victory Housing Trust, Tom Moore House, Cromer Road, North Walsham, Norfolk, NR28 0NB.

The package, envelope, or any franking thereon, must not bear the marks, sign or reference which might indicate the identity of the Supplier. Suppliers should ensure that the Post Office or Royal Mail waives the requirements for insertion of a sender's name.

(2) INFORMATION TO BE SUBMITTED (hard copy) –

1. The completed Form of Tender and the Priced Schedule of Rates.
2. Non-collusion certificate
3. Information requested under A30/550 of the preliminaries
4. Information requested under A30/600 of the preliminaries
5. A statement regarding quality control as described under item 11) of this document

(3) ACCEPTANCE OF TENDERS - The Employer and his representatives offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted, nor will they be responsible for any costs incurred in the preparation of any tenders.

(4) TENDERING PROCEDURE - This will be in accordance with the principles of the 'JCT Practice Note – Tendering 2012' current at the Date of Tender. Notwithstanding the 'JCT Practice Note – Tendering 2012', no payments will be made for any costs incurred in the preparation of the tenders.

(5) INABILITY TO TENDER - If the Contractor cannot tender for any parts of the work as defined in the tender documents or needs further clarification he must inform the CA as soon as possible during the tender period defining the relevant parts and stating the reason for his inability to tender.

(6) SUBMISSION OF THE PRICED SCHEDULE OF RATES – To be priced and submitted with the tender return.

(7) PRICING OF THE TENDER DOCUMENTS - Alterations and qualifications to the Tender Documents must not be made without the written consent of the CA. Costs relating to items in the Tender Documents which are not priced in the Contractor's detailed and quantified Schedule of Rates will be deemed to have been included elsewhere in the said Schedule of Rates.

(8) PRICING PRELIMINARIES - The Contractor must submit a detailed build-up of his pricing of the Preliminaries with fixed and time related charges must be shown separately, upon request.

(9) ERRORS IN PRICED DOCUMENTS - Will be dealt with in accordance Alternative Two of the JCT Practice Note – Tendering 2012, current at the Date of Tender.

(10) PERIOD OF VALIDITY - Tenders must remain open for consideration (unless previously withdrawn) for not less than 12 weeks from the date fixed for the submission or lodgement of tenders. The date of possession is anticipated to be 1st June 2017.

(11) QUALITY CONTROL RESOURCES - A statement must be submitted with the tender describing the organisation and resources which the Contractor proposes and undertakes to provide to control the quality of the Works, including the work of all Sub-Contractors. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.

(12) AN OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN must be submitted within four days of request. The request shall not constitute or imply acceptance of the tender.

(13) PROGRAMME The Contractor must submit a proposed programme of works with his tender, upon request.

(14) CASHFLOW FORECAST As soon as practicable and before starting work onsite, the Contractor will be expected to prepare and issue to the CA a cashflow forecast.