

Capital Delivery Service

Head of Service: Daniel Ladbury MICE, C Eng, MAPM

2 – 10 Carbrook Hall Road, Sheffield, S9 2DB

Enquiries to: Lisa Oxley,

Tel: 0114 2736215 Fax: 0114 273 6299

Email: Lisa.Oxley@sheffield.gov.uk Web Site: www.sheffield.gov.uk



21 August 2013

Dear Sirs

TENDER INVITATION

CCTV INSTALLATIONS 2013/2014 SH/04050

- 1.0 Further to my email informing you of your inclusion on the tender list for the above project, you are now invited to tender and in this connection I enclose, in electronic form, the following documents.
 - 1.1 Work Schedules
 - 1.2 Form of Tender plus the Calculation of Liquidated Damages (contained within the Work Schedules
 - 1.3 Pre Construction Information (PCI).
- 2.0 Will you please note that:-
 - 2.1 The Council does not bind itself to accept the lowest or any tender nor to refund any expenses incurred in tendering.
 - 2.2 Errors in the priced document will be dealt with in accordance with Alternative 2 as defined in paragraphs 68 and 69 of JCT Practice Note "Tendering 2012"
- 3.0 Tenders are to be returned electronically and tenderers are advised to allow adequate time for uploading the documents requested to ensure that the submission deadline is met and the following information is to be submitted via <https://www.yortender.co.uk/procontract/user.nsf> to be received **not later than 12 noon on Monday 23 September 2013.**
 - 3.1 Priced Copy of the Work Schedules incorporating the fully completed and signed Form of Tender and Calculation of Liquidated Damages.

(Please note - only the official Form of Tender provided will be accepted)

- 3.2 An outline response to the Pre Construction Information. For those of you that are unsure, this is a document that demonstrates, in brief, that the main requirements of the plan (those items that are likely to influence the standard of health and safety on site the most) have been adequately provided for in the tender submission.
- 3.3 The Contractor's Proposals detailing how the requirements set out in Section 2 - Performance Specification will be met, along with any drawings and details of proposed materials and equipment to be used.
- 3.4 A clear specification of the resources that will be used to control and manage the major health and safety risks; and
- 3.5 Evidence of competence to carry out the work and in particular the safety critical aspects in accordance with health and safety law.
- 4.0 The tenderer must ensure that his tender is received via <https://www.yortender.co.uk/procontract/user.nsf> by the due date and time. Responsibility for ensuring that tenders arrive in accordance with the instructions given above rests with the tenderer. The employer does not undertake to make any enquiries whatsoever about the non-arrival of tender documents.
- 5.0 Will you please check the Work Schedules and if any pages are missing or if any writing or figures are indistinct, notify the Quantity Surveyor, Mr Phil Jepson, telephone 0114 2736223.
- 6.0 You are advised to read the documents very carefully to ensure that you comply with all the requirements included in the tender documents, as failure to do so may result in the disqualification of your tender.
- 7.0 If you have any questions regarding the electronic tendering process, please contact Mrs L Oxley, telephone 0114 273 6215 in the first instance.

Unsuccessful tenderers will be informed accordingly.

Yours faithfully



 Daniel Ladbury
Head of Capital Delivery Service