



FORM OF TENDER

Title: **RECONFIGURATION REFURBISHMENT & ALTERATIONS TO SILEBY MEMORIAL PARK SPORTS PAVILION SEAGRAVE ROAD SILEBY LEICESTERSHIRE LE12 7TP**

To: **SILEBY PARISH COUNCIL 41 HIGH ST, SILEBY, LOUGHBOROUGH LE12 7RX**

I / we do hereby offer and undertake to execute and complete the whole of the works in connection with the above, in accordance with the Specification Preliminaries and Schedule of Works:

for the sum of: £ _____ : _____ p

in words

..... pounds

..... pence, exclusive of Value Added Tax

and I / we do hereby declare that this said tender has not been adjusted to the detriment of the Employer by reference directly or indirectly to the prices of any other tender or proposed tenders.

And I / we do hereby further offer and undertake to enter an agreement for the due and proper performance of all the works to which this tender refers.

I / we understand that the Employer does not bind himself to accept the lowest or any tender

Name of Firm
..... (signature)
Address
.....
.....
Date
.....

INSTRUCTIONS TO TENDERERS

Tenders are to be submitted ELECTRONCALLY OR SEALED IN AN A4 UNMARKED ENVELOPE and delivered to reach the Employer not later than 12.00 noon on Friday 08 August 2025

Your tender must be accompanied by the following documents (highlighted) completed in accordance with the instructions provided:

- a) *Priced Preliminaries
- b) *Priced Schedule of the Work inclusive of Contractors Design Portion with full costings included.
- c) Final Summary
- d) Form of Tender
- e) Signed Certificate of Non-collusion

***Note**

Your Form of Tender **must** be accompanied by a fully priced and itemised Schedule of the Works to meet the councils tender conditions. **If no priced schedule is submitted** your tender submission will be rejected on the grounds of being incomplete.

In addition, provide an initial detailed summary in an A4 format outlining your proposed methodology for delivering project how you will undertake the Contractors Design Portion elements work.

- Master work programme in the form of a Gantt Chart
- Initial Construction Phase health and Safety Plan

CERTIFICATE AS TO COLLUSIVE TENDER

CERTIFICATE

In recognition of the principle that the essence of selective tendering is that the Client shall receive bona fide competitive tenders from all those tendering **WE CERTIFY THAT:-**

- 1 The tenders submitted herewith are bona fide tenders intended to be competitive.
- 2 We have not fixed or adjusted the amount of tenders under or in accordance with any agreement with any other person.
- 3 We have not done, and we undertake that we will not do at any time before the hour specified for the return of the tenders any of the following acts:-
 - (a) Communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of tenders was essential to obtain insurance premium tenders required for the preparation of the tenders);
 - (b) Entering into any agreement with any other person that he shall refrain from tendering or as to the amount of any tenders to be submitted; and
 - (c) Offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tenders any act or thing of the sort described above.

In this certificate:-

- 1 "Person" includes any person and any body or association or incorporate or corporate.
- 2 "Any agreement or arrangement" includes any transaction of the sort described above,
formal or informal and whether legally binding or not.

DATED this _____ day of _____ 2025

SIGNED (as Tenderers)
duly authorised to sign
for and on behalf of

Confidential Reporting Code

The Council operates a confidential reporting code (whistle blowing procedure). The policy applies to all employees and those contractors working for the Council on Council premises, for example, agency staff, builders. It also covers suppliers and those providing services under a contract with the Council in their own premises. To view the Council's confidential reporting code please visit our web site <https://www.silebyparishcouncil.gov.uk/>