

## Tender Information for applicants

Horley Town Council requires the construction of a new ground floor extension, internal alterations and associated external works at:

Council Offices  
Horley Town Council  
92 Albert Road  
Horley  
Surrey RH6 7HZ

The anticipated build cost is in the region of £450,000 excluding VAT.

The employer is:

Horley Town Council (address as above)

The works include:

The demolition and site clearance of rear service access ramp and site preparation for the erection of a single storey ground floor extension with rear access and the internal alterations to existing town council offices providing improved office layout, new kitchen, storage facilities, new meeting room and rear access together with associated external work to provide additional parking and landscape works. Detailed information is available by reference to the Contract Specification drawings and documentation as listed in paragraph A19.

The work is subject to strict planning conditions especially relating to landscape work that is to be carried out to the rear of the site where there is to be a no dig restriction and tree protection.

Applicants are requested to complete and provide all relevant supporting information. The tender return date is **29 August 2025 at 5.00 pm** and all tenders are to be delivered to:

MVL Architects & Surveyors  
19 Church Street,  
Godalming,  
Surrey  
GU7 1EL

telephone: 01483 416411

email: [Admin@mvl-architects.co.uk](mailto:Admin@mvl-architects.co.uk)

Applicants must include:

- a. The completed Form of Tender;
- b. The fully priced specification
- c. The Certificate of Non-Collusion

Form of Contract: The Form of Contract and Conditions will be those issued by the Royal Institute of British Architects (RIBA) Concise Building Contract 2018.

The tender is to be a fixed sum price based upon the drawings, specification, the Employers Requirements for the Contractor's Design Portion and any other information provided with the tender documents. All documents shall be read together and no one document shall take precedence over another.

At the time of tender the Contractor shall also submit a priced specification, works schedule, bills of quantities or breakdown of the lump sum tender, including contractor's profit and overhead costs and a percentage for profit and overhead that may be applied to variations to the works.

The contractor shall also submit any clarification and/or cost of any inconsistency in or between the works shown or described on any drawing and the specification.

Arrangements for viewing the premises and proposed works may be made by prior appointment by contacting Mr Sam Adeniji at Horley Town Council

telephone: 01293 784765

email: [info@horleytown.com](mailto:info@horleytown.com)

All queries relating to the works should be directed to MVL Architects & Surveyors whose details are listed above.

Tender evaluation criteria will be based on the following:

1. Cost
2. Quality
3. Compliance

Horley Town Council does not bind itself to accept the lowest or any tender, nor to make any payment for the preparation of any tender. Tenders received after the closing date of 29 August 2025 at 5.00 pm at MVL Architects & Surveyors offices will not be considered.

Signed by or on behalf of Horley Town Council