

1 INSTRUCTIONS TO TENDERS

1.1 Introduction

This section is issued for the tenderers guidance and to remind the tenderer of the requirements in respect of the time and format for submission of tenders. tenderers must bear these instructions in mind when formulating the content of their tender and they should also refer to the more detailed provisions for tender submission which are set out in this and other parts of the Tender documents.

1.2 Confidentiality

All details and documents associated with this tender shall be treated as confidential whether the tender is accepted or not. The re-production of copies of all or part of these Tender documents, drawings or other related or associated information is to be restricted solely to those required for the purposes of preparing a tender and is to remain confidential.

The Employer does not bind himself to accept the lowest or any tender nor will he be responsible for or pay any expense or losses which may be incurred in the preparation of any tender.

The requirements for confidentiality are to apply from the date of receipt by the tenderer of the Tender documentation and any other subsequent issue of any relation documentation and/or information.

1.3 Parent Company Guarantee

Should the Contractor be a subsidiary company or part of a group of Companies, then a Parent Company Guarantee may be required. Wording of the Guarantee (if any) will be required to be agreed between the parties before the Contract is awarded at the next stage of the procurement process.

1.4 Exclusions & Assumptions at Tender Stage

Tenderers must declare all items and costs either expressed or implied in the tender information as a whole and/or any other documents or other related information issued as part of this tender but excluded from the tender sum giving reasons for this exclusion.

Similarly, tenders should list those items not expressed or implied in the tender documentation and/ or any other documents or other related information issued as part of this tender but which they consider may be a requirement of the project.

1.5 Tender Deliverables & Submission

The Employer stresses that failure to comply with this requirement may automatically invalidate any tender submitted.

The tender return should be received by the due date and time as detailed on the Form of Tender and should include as a minimum:

- Signed and duly completed Form of Tender
- Priced Schedule of Works
- Completed Tender Quality Questionnaire and provide all required Information incl case studies etc.
- Proposed Programme

If tender returns are to be issued via email the information needs to be returned to Tender@hyndburnbc.gov.uk

Should the tenderer submit with hard copies these need to be addressed to:

Helen McCue-Melling
Regeneration & Property Manager,
Scaitcliffe House,
Ormerod Street,
Accrington,
BB5 0PF.

Whether the tenderers submit the tender return via email or via hard copy all **returns must be received no later than 2pm on Monday 13th October 2025.**

Whether the tender are submitted via email or hard copy tenders must be clearly be marked: **Tender For Re-roofing and Repairs Oswaldtwistle Civic Theatre, Accrington**

Only queries to during the tender process are to be sent to Glovers Project Services.

Should your tender return not be received by the Employer as per the instructions, then you tender will not be considered further.

1.6 Intentions

Following receipt of tenders, the Employer may require to meet one or more tenderers to discuss their tender returns.

1.7 Queries or Communications during the Tendering Process.

All communications for queries during the tendering process shall be directed to Glovers Project Services via email loneill@dgjonesglovers.com.

Tenderers shall check the tender documentation and inform Glovers Project Services as detailed above as soon as possible and in any event not later than 3 working days after their issue if they consider that the tender information is deficient in any respect and requires clarification or contains any unacceptable terms or conditions. If the Employer decides to amend the documents, all tenderers will be informed.

Any amendments, clarifications or corrections of errors to the tender documents will be confirmed in writing to all tenderers by email.