

## **NOTICES TO TENDERERS**

### **1) DELIVERY OF TENDERS**

1. It is the tenderers responsibility to ensure that their tenders arrive at the office address and by the date and time as shown on the tender form. The Authority does not undertake to consider late tenders.
2. Tenderers are required to submit a Technical Submission, as detailed below.
3. When returning your tender you must include:

#### **a For Technical Submission**

To include, at least, the completed and signed technical return document comprising;

- Relevant experience & contract examples
- Insurance statement

& the following documents to be provided by the tenderer:

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Abstract of Particulars	
Relevant experience & Contract Examples	
Insurance Statement	
Program of Works or Summary thereof	
Maintenance and Guarantee details	
Outline Method Statement	
Details of Construction and Quality Control	
Outline Construction Phase Health & Safety Plan including Risk Assessment and Method Statement addressing those risks	
Design Statement and concept drawings	
Statement detailing approach to consultation, engagement, securing planning permission and fundraising support	
Evidence of Insurance cover	
Health and Safety information	
Details of Project team	

**TECHNICAL SUBMISSION WILL BE ASSESSED ON THE ABOVE CRITERIA**

## **b For Financial Submission**

Applicants are required to complete the Pricing Schedule. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT, and if there is no charge for an item, please state none.

Applicants must note the indicative Project budget is £200,000 excluding VAT within which the Contractor must provide the Project in its entirety.

The Applicant may include additional lines within the Activity Schedule as required. It is accepted that given the nature of the approach to this Project (i.e. the total funding is not yet secured) there will be some level of flexibility according to the final project budget.

4. The envelope must not bear any indication of the tenderer's name and/or address. Where a courier service is used, the courier should be instructed accordingly.
5. The Authority will not admit a tender conveyed by email, telephone or facsimile.  
The completed tender documents and all attachments should be returned, in an endorsed envelope with the wording '**TENDER REEPHAM MULTI-USE WHEELED SKATE PARK DESIGN AND BUILD**', to arrive no later than **MIDDAY TUESDAY 28<sup>TH</sup> MAY 2025** to Reepham Town Council, Town Hall, Church Street, Reepham, Norfolk, NR10 4JW. The envelope should bear no names or marks to indicate the sender.

## **2) UNQUALIFIED TENDERS**

Tenderers are reminded of the need to submit complete tenders strictly in accordance with the enclosed tender documents, without qualifications. Failure to comply may lead to invalidation of such tender offers. All those documents, which are required to be completed and / or signed must be completed in full, in black ink or type, and returned with the tender.

## **3) GENERAL**

Tenderers must check through all the documents, enclosed with the invitation to tender, for missing or duplicated documents, sections or pages.

Tenderers shall be held to have examined the tender documents carefully and must, during the tendering period, notify the contact, listed in the invitation to tender, of any discrepancies. Tenderers shall be deemed to be satisfied by any resulting corrections and to have covered all obligations, under the Contract, within their tender price.

Before tendering, the tenderer is advised to inspect any documents referred to but not enclosed with the invitation to tender and to visit the site for the

proposed works. No claim will be entertained in respect of any want of knowledge, which could have been satisfied by such inspection or visit.

Accompanied site visits with the Council representative can be arranged as required.

Tenderers who fail to resolve the above, or any other points, during the tender period and submit qualified tenders or separate letters containing qualifications are advised that such tenders may be rejected without consultation.

Document A2  
Reepham Skatepark Design and Build

**PEOPLE TO CONTACT & INSPECTION OF THE SITE**

1. For technical matters relating to this tender and the works involved and for queries of a contractual matter please contact:

Kirsty Cotgrove  
Town Clerk

Tel: 01603 873355

Reepham Town Council  
Church Street  
Reepham  
Norfolk  
NR10 4JW

Email: [clerk@reephamtowncouncil.gov.uk](mailto:clerk@reephamtowncouncil.gov.uk)