

FORM OF TENDER

Alterations and Extensions to Treloweth Community Hall

PROJECT	Treloweth Community Hall Moorfield Road, Pool, Redruth TR15 3QB
EMPLOYER	Carn Brea Parish Council Parish Council Offices, Treloweth Community Hall Moorfield Road, Pool, Redruth TR15 3QB
CONTRACT ADMINISTRATOR	Austin Architecture & Design Ltd 1 Penhalls Drive, Playing Place, Truro TR3 6GW
PROPOSED CONTRACT	JCT Minor Works Building Contract with contractor's design 2024 (MWD 2024), together with the Contract Particulars and any amendments expressly identified in the Tender Documents.
TENDER REFERENCE	22-192
TENDER RETURN	12:00 noon (UK time) on Monday 7 December 2026

TENDER RETURN

Parish Clerk, Carn Brea Parish Council
Parish Council Offices, Treloweth Community Hall
Moorfield Road, Pool, Redruth TR15 3QB

Place the complete Tender in a sealed, unmarked envelope and deliver it by hand or recorded delivery to the Parish Clerk at the address above. For recorded delivery, use an outer postal wrapper for the delivery address and necessary postal labels, with the sealed, unmarked Tender envelope inside. The Tender must be received at the Parish Council Offices by 12:00 noon (UK time) on Monday 7 December 2026; posting by that time is insufficient. Late submissions will be dealt with in accordance with the Invitation to Tender and the Council's Standing Orders.

TENDER

To: Carn Brea Parish Council, Parish Council Offices, Treloweth Community Hall, Moorfield Road, Pool, Redruth TR15 3QB.

We have examined and understood the Invitation to Tender, Conditions of Contract, Contract Particulars, Specification, drawings and schedules identified in the tender appendix, the phasing plan, Contractor's Designed Portion requirements, tender clarifications, addenda and other documents forming the Tender Documents.

Austin Architecture & Design Ltd

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We hereby offer to execute and complete the Works in conformity with those documents and, if our Tender is accepted, to enter into the JCT Minor Works Building Contract with contractor's design 2024 (MWD 2024), incorporating the particulars and amendments identified in the Tender Documents.

1. BASE TENDER

Tender Sum excl. VAT (£):

Tender Sum in words:

VAT, where applicable (£):

Total incl. VAT (£):

The VAT-inclusive figure is provided for procurement and reporting purposes. VAT shall be dealt with in accordance with the Contract and applicable legislation.

2. CONTRACT PERIOD

We undertake to complete the Works within _____ weeks from the Date for Commencement stated or determined in accordance with the Contract. The anticipated possession or start is March 2027; the completed Contract Particulars will establish the contractual commencement arrangements.

3. ALTERNATIVE TENDER

Alternative Tenders are not invited. If the Council later permits an alternative by formal addendum, it will specify the required submission details. A compliant Base Tender remains mandatory.

4. VARIATIONS - OVERHEADS AND PROFIT

The percentage addition tendered for overheads and profit in respect of Variations, where such an addition is permitted when the Variation is valued in accordance with the Contract, is: _____ %.

This percentage shall not create any entitlement additional to or inconsistent with the valuation provisions of the Contract.

5. TIME-RELATED PRELIMINARIES

For tender assessment and, where appropriate, valuation purposes, our tendered rate for time-related preliminaries is: £_____ per week.

The inclusion of this rate does not mean that an extension of time automatically gives rise to an entitlement to additional payment. Any entitlement to additional payment arising from delay, disruption, a Variation or any other matter shall be determined in accordance with the Contract.

6. CONTRACTOR'S DESIGNED PORTION

We confirm that our Tender includes the Contractor's Designed Portion for the roof, mechanical and electrical works, as defined in the Tender Documents, together with all design obligations allocated to the Contractor.

We confirm that we have allowed for all design, coordination, calculations, drawings, specifications, submissions, approvals and other information required from the Contractor under the Contract, except for any matters expressly identified in our Tender Qualifications and Departures.

7. TENDER QUALIFICATIONS AND DEPARTURES

This Tender is submitted without qualification, exclusion, assumption or departure from the Tender Documents except for matters expressly identified below or in an attached schedule clearly headed TENDER QUALIFICATIONS AND DEPARTURES. If there are none, insert NONE.

No qualification or departure contained only within correspondence, standard terms and conditions, subcontractor or supplier quotations or other supporting documents shall apply unless expressly identified in the Tender Qualifications and Departures and accepted by the Employer in writing.

8. TENDER VALIDITY

This Tender shall remain open for acceptance for 90 calendar days from the Tender Return Date, unless another period is stated in the Invitation to Tender or agreed in writing.

INSURANCE DECLARATION

We have allowed for the Invitation to Tender insurance requirements: Public Liability of £10,000,000, Employer's Liability of £10,000,000, and Contract Works for the full reinstatement value of the Works (indicatively £400,000), including temporary hoardings and public protection screens, subject to the selected JCT insurance arrangement. We confirm that our Public Liability proposal includes liability for third-party property damage to the occupied hall where we are legally liable, and will disclose any relevant exclusions or restrictions. We will provide the insurance evidence required by the Invitation to Tender before commencement.

9. PROCUREMENT AND EVALUATION

We acknowledge that the Employer is a public authority and that this Tender will be considered in accordance with the procurement procedure, evaluation criteria and methodology stated in the Invitation to Tender and any applicable legislation. The Employer is not obliged to accept the lowest-priced Tender or any Tender.

Any decision to award the Contract shall be made in accordance with the stated tender evaluation procedure, the Council's applicable Standing Orders and Financial Regulations and applicable procurement law. The Employer reserves the right to reject a Tender which is incomplete, non-compliant or otherwise fails to satisfy the requirements stated in the Tender Documents.

10. BONA FIDE TENDER AND NON-COLLUSION DECLARATION

We certify that this is a bona fide and genuinely competitive Tender. Except for communications properly required with our professional advisers, subcontractors, suppliers and any disclosed consortium or joint venture participants for the purpose of preparing this Tender, we have not:

- (a) communicated to another prospective tenderer the amount or approximate amount of our Tender;
- (b) entered into any agreement or arrangement with another person concerning the price, terms or conditions of this Tender;
- (c) agreed whether we or another person should or should not submit a Tender;
- (d) requested, offered, submitted or accepted a cover price or other non-genuine or collusive tender;
- (e) offered or agreed to pay any sum or provide any other advantage in connection with a collusive tendering arrangement; or
- (f) otherwise engaged in conduct intended improperly to prevent, restrict or distort competition in relation to this procurement.

We undertake that we will not engage in any such conduct before the award of the Contract.

11. ANTI-BRIBERY

We confirm that neither we nor, so far as we are aware, anyone acting on our behalf has offered, promised, given, requested or accepted any financial or other advantage in connection with this Tender contrary to the Bribery Act 2010. We undertake to comply with applicable anti-bribery legislation throughout the procurement and, if appointed, performance of the Contract.

12. CONFLICTS OF INTEREST

We have disclosed below any actual or potential conflict of interest relevant to this procurement. If there are none, insert NONE.

We undertake to notify the Employer promptly if a relevant actual or potential conflict arises or becomes known before the Contract is awarded.

13. TENDER COSTS

We acknowledge that we shall bear our own costs and expenses incurred in preparing and submitting this Tender and that such costs shall not be recoverable from the Employer.

14. FORMATION OF CONTRACT

Submission of this Tender shall not itself create a contract. Unless expressly stated otherwise in the Invitation to Tender, notification that the Tenderer is the preferred or successful tenderer shall not itself constitute formation of the building contract.

No binding building contract shall arise until the Employer has completed all required procurement and approval procedures and the JCT Minor Works Building Contract with contractor's design 2024 (MWD 2024) has been entered into by the parties, unless the Employer expressly confirms otherwise in writing.



15. TENDERER INFORMATION

Full legal name of Tenderer:

Trading name, if different:

Company registration number, where applicable:

Registered office / principal business address:

Public Procurement Organisation Number
(PPON), if applicable:

Telephone:

Email:

16. SIGNATURE

Signed for and on behalf of the Tenderer by a person authorised to submit this Tender:

Name:

Position / capacity:

Signature:

Date:



IMPORTANT TENDER RETURN REQUIREMENTS

1. The Base Tender must be completed in all cases.
2. Any Alternative Tender may be submitted only where expressly permitted by the Invitation to Tender and must accompany a compliant Base Tender.
3. The complete Tender and all schedules must be in a sealed, unmarked envelope, delivered by hand or recorded delivery to the Parish Clerk, Carn Brea Parish Council, Parish Council Offices, Treloweth Community Hall, Moorfield Road, Pool, Redruth TR15 3QB, and received no later than 12:00 noon (UK time) on Monday 7 December 2026. Use an outer postal wrapper for recorded delivery.
4. The Tender shall be submitted in accordance with the Invitation to Tender and the Council's applicable Standing Orders.
5. Tenderers are responsible for ensuring that their Tender is delivered and received before the stated deadline.
6. Tenderers shall submit clarification requests only through the procedure stated in the Invitation to Tender.
7. Tenderers shall not canvass anyone involved in the procurement. Any post-deadline alteration or attempted withdrawal is governed by the Invitation to Tender and the Council's Standing Orders.

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