



Invitation to Tender
Mason Court Head Office Extension
and Reception Area

May 2021

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Introduction

This invitation to tender (ITT) has been prepared by Sir Josiah Mason Trust inviting proposals for the extension of head office and extension of the reception area.

Information about the Sir Josiah Mason Trust can be found on the website at www.sjmt.org.uk

This invitation to tender is subject to the following instructions.

Tender Instructions

1. Questions

Queries relating to this tender must be raised in writing no later than noon on 24th May and should be addressed to zoe.richardson@sjmt.org.uk

2. Site Visits

The contractor is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant service checks. Should site visits be required with SJMT then this should take place well in advance of the tender close date, please contact zoe.richardson@sjmt.org.uk

3. Insurance

The contractor should have the following minimum insurance cover in place

£10m Public Liability Insurance

£5m Employer's Liability Insurance

£1m Professional Indemnity Insurance

4. Deadline for receipt tender

All tenders must be received in a sealed envelope and addressed to Zoe Richardson by 12noon on 24th May. Please write the name of the contract being tendered for on the outside of the envelope which will not be opened until 3pm on 24th May by Zoe Richardson in the presence of one other member of the Trust.

The envelope should be sent marked Private & Confidential to Zoe Richardson, Sir Josiah Mason Trust, Mason Court Head Office, Hillborough Road, Solihull, B27 6PF

5. Pricing

Tenders must include for all work shown or described in the tender documents and plan.

The price quoted must be fully inclusive of all the work described, including all costs and expenses which may be required to provide a satisfactory service in accordance with the specification. Prices should be submitted exclusive of VAT. Tenderers should clearly state any assumptions in the pricing of their tender.

6. Supporting documents

Please note to be considered, tenders must include all of the criteria listed below:

- Paper copies and a copy of all submitted documents and by email
- A detailed breakdown of costs
- Start date and completion timescales
- Evidence of insurance cover for Public Liability, Employers Liability and Professional indemnity
- Health and Safety Policy
- Waste Transfer Certificate, along with confirmation that all waste generated will be taken off site

7. Business References

In addition to your tender, please include two business references obtained in the last two years. Please include the contact names and telephone numbers of the referees.

8. Additional Information

Tenderers may be required to attend a meeting to be interviewed or give a presentation to SJMT as to how the contract would be carried out if the tenderer were successful.

9. The Decision

The process will be a single staged process. SJMT is not bound to accept the lowest priced, or any, tender.

10. Notification of outcome

SJMT will notify all parties of the outcome of this tender process by email on 28th May 2021.

11. Freedom of Information

Please note that all information submitted to SJMT may need to be disclosed and/or published by SJMT. Without prejudice to the foregoing generality, SJMT may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of the SJMT and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any Court or Tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, SJMT may disclose this information where they see fit. Receipt by SJMT of any material marked “confidential” or equivalent should not be taken to mean that SJMT accept any duty of confidence by virtue of the marking.

12. Tender Timescales

Action	Date
Issue of invitation to tender	4 th May 2021
Deadline for return of tender document	12noon on 24 th May 2021
Evaluation of tenders by SJMT	24 th May 2021
Notification of award decision	28 th May 2021

Specification of Works

1. The contractor will tender for building works to SJMT to carry out the following in accordance with the plans in Appendix 1:
 - a. Extend Mason Court Head Office to create a boardroom and larger reception area as per the plans, structural report and data sheets
2. The contractor will provide a single point of contact for the project

Tender Response Form

Sir Josiah Mason Trust

Tender Response document for Mason Court Head Office Extension

Please submit this Tender Response Document and all supporting material by **24th May 2021**. Any tenders received after this time will be excluded from the tendering process.

Tenders should be sent marked Private & Confidential to: Zoe Richardson, Mason Court Head Office, Hillborough Road, Solihull, B27 6PF.

Details of tenderer

Organisation Name
Legal status (sole trader, limited company etc
Company registration number
Registered address
Primary business (if different)
VAT registration number
Organisation name
Date of business formation
Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?

Yes/No

If yes, please give details on separate sheet

To: SJMT

I/We having read the condition of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of: (£)

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We agree that should obvious errors in pricing or arithmetic be discovered before acceptance of this offer in the priced specification submitted by me/us these errors are to be corrected in accordance with Alternative 1 contained in Section 6.3 of the code of practice for selective tendering 1989.

I/We understand that I/we are tendering at my/our own expense and that neither the lowest nor any tender will necessarily be accepted and that SJMT reserves the right to call for fresh tenders should they consider this desirable.

Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I/We agree that this tender shall remain open for consideration for 12 weeks from the date of the receipt of the tenders.

Signed

Date

Name

Position

For and on behalf of

Address

Email address

Telephone number

Details of referees for whom I/we have provided comparable services within the last three years and who are prepared to be contacted by SJMT are:

Name: Address:	Name: Address:
Telephone: Email: Value of contract:	Telephone: Email: Value of contract:

CERTIFICATE OF BONA FIDE TENDER

Extension of Mason Court Head Office and reception area.

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender, any of the following acts:

- Communicating to a person other than that the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, of the approximate premium quotations required for the preparation of the tender.
- Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender bid submitted.
- Offering or paying or giving or agreeing to pay or 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 tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons, anybody, or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed (as in form of tender)

Date

For and on behalf of

APPENDIX 1 – Approved plans for Mason Court Head Office

See separate paperwork

Appendix 2 – Finish of Rooms

See separate paperwork