



## Projects Department

### Invitation to Tender

Please ask for: Geoff Sawyer  
Direct line: 01278 427692  
Email: [procurement@bridgwater-tc.gov.uk](mailto:procurement@bridgwater-tc.gov.uk)  
Date: 12<sup>th</sup> February 2024

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**TITLE:** Bridgwater Town Hall Flat Conversion Tender (ref THFC) – February 2024

To whom it may concern,

### FORMAL INVITATION TO TENDER, MAIN CONTRACT

Please refer to:

- a) Document Ref: THFC01 'Bridgwater Town Hall Flat Conversion ITT Project Information'
- b) Document Ref: THFC02 'Supporting Documents, Plans, & Specifications'
- c) Document Ref: THFC03 'Bridgwater Town Hall Flat Conversion Project Timeline'
- d) Document Ref: THFC04 'Application for Bridgwater Town Council Approved Contractor'
- e) Document Ref: THFC05 'Tenderer Declaration Form'
- f) Document Ref: THFC06 'Form of Tender'
- g) Document Ref: THFC07 'Pricing Schedule'
- h) Document Ref: THFC08 'Supplier Technical Questions & Answer Sheet'

Your tender submission, which is to be on a fixed price submission for the Bridgwater Town Hall Flat Conversion 2024 is to be returned on Document Ref: THFC06 'Form of Tender' and in a sealed envelope marked 'Tender' to be submitted by **12noon on Friday 22nd March 2024**.

The tender is to be signed by an authorised signatory for the company and all alterations or corrections must be initialled by the same person.

The completed tender must be submitted in a sealed envelope marked 'Tender' which should then be sent by post or delivered by hand to reach the Projects Officer, Town Hall, High Street, Bridgwater, Somerset, TA6 3AS. All tenders will be opened at the same time by the Town Clerk and the Projects Officer in the presence of a Councillor.

You must submit the following documentation with your tender:

- 1) Any company accreditations, qualifications, and recognitions.
- 2) Evidence of your staff/team's competency and training records.
- 3) The details of your proposed Health & Safety documentation you will supply for this project should you be successful.
- 4) Example RAMS from a similar project.
- 5) A company arthrogram.
- 6) THFC04 'Application Form for the Bridgwater Town Council Approved Contractor'.
- 7) Insurance details and certificates as indicated in section C of THFC04 (please note that £10m liability is required).



**BRIDGWATER TOWN COUNCIL**  
Town Hall, High Street, Bridgwater TA6 3AS  
01278 427692  
projects@bridgwater-tc.gov.uk

- 8) THFC05 'Tenderer Declaration Form'
- 9) THFC06 'Form of Tender'.
- 10) THFC07 'Pricing Schedule'
- 11) THFC08 'Supplier Technical Questions & Answers Sheet'

Any omissions will invalidate your tender.

**The tender envelope must not be marked in any way to indicate the identity of the sender / tenderer and must contain only the tender form and requested documents, and no other enclosures. If a courier service is used these requirements must still be observed.**

Your particular attention is drawn to the conditions above as any tender which is late and/or is improperly marked or unsealed WILL NOT BE CONSIDERED.

Bridgwater Town Council does not bind itself to accept the lowest or any tender, nor to make any payment for the preparation of any tender.

Thanking you for your interest in this tender.

Yours faithfully

Geoff Sawyer

Projects Officer