
M&E MAINTENANCE

NATIONAL ARMY MUSEUM
CHELSEA & STEVENAGE

VOLUME IV

FORM OF TENDER

Consulting Engineers:

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Client:

**National Army Museum
Royal Hospital Road
Chelsea
SW3 4HT**

DATE: FEBRUARY 2017

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Client

National Army Museum
Royal Hospital Road
Chelsea
SW3 4HT

GLP QA SYSTEM

Authorisation By:



Verification By:



Project Engineer:

P Kinsella/P Siddall

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1 TENDER SUBMISSION

Tenderers are required to complete the Tender Submission Main Price Summary, summary of Prices and Appendices on a fully Comprehensive Labour Maintenance contract with Cost of Material.

Tender for the maintenance of Mechanical and Electrical services, all in accordance with the requirements contained in the Conditions of Contract, Schedule of Maintenance Requirements and Maintenance Schedules.

To: National Army Museum - Chelsea & Stevenage, Royal Hospital Road, Chelsea, SW3 4HT.

Sir/Madam,

Having examined the Conditions of Contract and Form of Agreement, Schedules of Maintenance Requirements and the Maintenance Schedules contained in Volumes I, II, III respectively of the documents detailing the requirements for the above works we, the undersigned, offer to execute the whole of the Maintenance Works as described in the said Conditions and Schedules for the annual sum of:

(words) _____

(figures) £ _____

Or such other sums as may be subsequently determined in accordance with the said conditions.

We agree to abide by this Tender for the period of _____ days from the date fixed for the receipt of same and it shall remain binding upon us and may be accepted at any time to the expiration of that period.

If our Tender is accepted we undertake, if required, to obtain a Performance Bond or Surety under Clause 1.8.3 of the Conditions of Contract as per Volume I, Section I of this document from a Bank, Insurance Company or other Surety (to be approved by you) to the jointly and severally bound to us in a sum not exceeding _____% of the above named sum for the due performance of the works under the terms of the Bond approved by you.

If our Tender is accepted we undertake to commence work on site _____ subject to the said conditions.

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

We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: _____

Designation: _____

Duly authorised to sign Tenders for and on behalf of (in block capitals)

Witness by: _____

Dated this _____ day of _____ 2017

2 MAIN PRICE SUMMARY

To the Provision of Accommodation National Army Museum Chelsea for use by the Contractor as Offices, Stores and Workshops, together with all necessary services required for their function in accordance with the requirements of Clause 2.13

“Accommodation”

Total for systems items 1 – 22

National Army Museum Chelsea Mechanical and Electrical Services (excluding all unused sections) carried forward from Section 3.0 – Schedule of Prices

Total for systems items 1 – 22

National Army Museum Stevenage Mechanical and Electrical Services (excluding all unused sections) carried forward from Section 3.0 – Schedule of Prices

TOTAL TENDER PRICE OF FORM OF TENDER

£

3 SCHEDULE OF PRICES

3A NAM CHELSEA

Schedule	Description	£
1	Switchgear/Distribution	
2	Lighting & Emergency Lighting	
3	External Lighting	
4	Fire Alarm Equipment	
5	General Power	
6	Security Services	
7	Lightning Protection	
8	BMS & HVAC Controls	
9	Heating and Cooling	
10	Ventilation	
11	Hot and Cold Water	
12	WCs, Sinks and Basins	
13	Gas	
14	Disabled WC Alarm and Disabled Refuge Intercoms	
15	Space Heating	
16	Drainage	
17	CCTV	
18	Fire Extinguishers	
19	Passenger and Disabled Lifts	N/A
TOTAL		

3B NAM STEVENAGE

Schedule	Description	£
1	Switchgear and Distribution	
2	Lighting	
3	Emergency Lighting	
4	General Power	
5	Controls	
6	Security Services	
7	Lightning Protection	
8	Heating and Cooling	
9	Ventilation	
10	Hot and Cold Water	
11	Wc's/Sinks/Basins	
12	Gas	
13	Drainage	
14	CCTV	
15	Fire Alarm Equipment	
16	Fire Extinguishers	
17	Fume Cupboards	
TOTAL		

4 SCHEDULE OF LABOUR ALLOCATION & MANAGEMENT INFORMATION

Total labour hours allocated per annum: **Chelsea:** _____ **Stevenage:** _____

Labour hours allocated per week for engineers and management:

Engineer Type: _____

Engineer Type: _____

Engineer Type: _____

Management/Supervision: _____

Named management/supervision allocated to project:

NOTE:

- Quarterly site meetings to be convened.
- Quarterly reports to be formulated prior to each meeting.

5 **APPENDIX I – APPENDIX**

	<u>Clause</u>	<u>£</u>
Amount of Bond Surety	1.8.3	n/a
Limit of Liability	1.12.2	
Amount of insurance for the work	1.13.1	
Minimum amount of 3rd party insurance	1.13.2	
Period of issue	1.27	Quarterly in advance
On cost against materials used	2.6.2	

Signed:

Designation:

Duly authorised to sign tenders for
and on behalf of (in block capitals):

Witnessed by:

Address:

Occupation

Dated this _____ day of _____ 2017

6 APPENDIX II – NOTICES

Clause 1.18.6

Notification of other customs

Clause 1.32.1

Address to contractors:

Clause 1.32.2

Address of employer's office:

Details of items affecting cost

Signed: _____

Designation: _____

Duly authorised to sign tenders for and on behalf of (in block capitals)

Witnessed by: _____

Address:

Occupation: _____

Dated _____ day of _____ 2017

7 APPENDIX III – Emergency Call Out

The contractor shall indicate in the schedule below the hourly charge rates for operatives attending the site on emergency call out. The rates indicted shall be payable only for the period that the operative is engaged on site over and above a period exceeding 8 hours in any one call out in 24 hours and shall include all costs of labour, insurance, travelling time, expenses, overheads, profits etc. as required by Clause 2.6.2.

Operative

Charge Rate (£)

Signed: _____

Designation: _____

Duly authorised to sign tenders for and on behalf of (in block capitals)

Witnessed by: _____

Address: _____

Occupation: _____

Dated _____ day of _____ 2017

8 **APPENDIX IV – Employment of Specialist Organisation – Clause 1.3 – Notification of Sub-Letting**

The tenderer is required to enter hereunder any work which he proposes to let a sub-contractor.

Details of Work which Tenderer Proposes to let to a Sub-Contractor	Full Name and Address of Sub-Contractor

Signed:

Designation:

Duly authorised to sign tenders for and on behalf of (in block capitals)

Witnessed by:

Address:

Occupation:

Dated _____ day of _____ 2017