

Sutherland Road, Dornoch

HIGHLAND REGIONAL COUNCIL
DEPARTMENT OF ROADS AND TRANSPORT

SUTHERLAND ROAD IMPROVEMENT, DORNOCH

INSTRUCTIONS FOR TENDERING
BRIEF DESCRIPTION OF THE WORKS

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INSTRUCTIONS FOR TENDERING

TENDERS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS. TENDERS NOT COMPLYING WITH THESE INSTRUCTIONS MAY BE REJECTED BY THE EMPLOYER WHOSE DECISION IN THE MATTER SHALL BE FINAL.

1. The tender document must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender document other than on an In Confidence basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender.
2. Not taken.
3. (i) The tender(s) should be made on the Form of Tender incorporated in the tender document. It should be signed by the Tenderer and submitted with the Bill of Quantities, which should be fully priced and totalled in ink, and accompanied by the Conditions of Contract, Form of Bond and the Specification to the address and not later than the date and time stated in paragraph 18 below.

(ii) NO UNAUTHORISED alteration or addition should be made to the Form of Tender, to the Bill of Quantities or to any other component of the tender document. (see also paragraph 8).

(iii) Any arithmetical mistakes in the Priced Bill of Quantities will be dealt with as follow:
 - (1) mistakes in totalling the various amounts in the amounts columns will be corrected:
 - (2) in the case of mistakes in the extensions, the rate as entered by the tenderer will be assumed to be correct and the amount will be corrected.

The total after any such mistakes have been corrected as above will form the corrected Tender Total. The Tenderer must then either accept this corrected Tender Total or withdraw his tender.
4. Not taken.
5. Not taken.

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6. Attention is directed to the special requirements in relation to British Telecom (Scotland), North of Scotland Hydro Electric Board, the Highland Regional Council Department of Water and Sewerage, and to the fact that it will be necessary when effecting the insurance required by Clause 23 of the Conditions of Contract to let the Insurers know of these special requirements.
7. The attention of Tenderers is directed to the provisions in this Contract for the erection and maintenance of temporary and permanent fencing (Clauses in the 400 Series of the Specification) and to the obligations of the Contractor in respect of claims under Clause 22 of the Conditions of Contract. Such obligations will include responsibility for all claims arising in respect of the penetration of livestock onto the Site.
- 8 (i) Tenders must not be qualified but must be submitted strictly in accordance with the tender documents. Tenderers must not make unauthorised changes to tender documents. Tenders must not be accompanied by statements that could be construed as rendering the tender equivocal and/or placing it on a different footing from other tenders. Only tenders submitted without qualification strictly in accordance with the tender documents as issued (or subsequently amended by the Employer) will be accepted for consideration. The Employer's decision on whether or not a tender is acceptable will be final and the Tenderer concerned will not be consulted. Qualified tenders will be excluded from further consideration and the Tenderer notified.
8. (ii) Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Engineer as soon as possible (preferably in writing) and in any case not later than **Tuesday 13th December 1988.** The Engineer will be ready to consider properly reasoned requests for an extension of the tender period.
9. Where it is desired to submit a Tender involving modifications to design this should be done by way of an alternative Tender. But no alternative Tender will be considered unless a Tender based strictly on the documents without qualification is also submitted. Any alternative Tender must also be free of qualifications and be fully priced to show clearly how and where costs would differ from the primary tender. The Contractor should approach the Engineer to ascertain what special design

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criteria and requirements apply in respect of the alternatives or modifications he is contemplating. Any such approach will be treated in confidence but the following procedure must be followed:

- (i) Proposals involving modification of design in whole or in part should be notified in confidence to the Engineer as early as possible during the Tender period. An alternative Tender will not be considered unless this prior notification has been given not less than two weeks before the due date for return of Tenders. Following receipt of this notification the Engineer will, after such consultation with the Employer as he may consider necessary, give a preliminary opinion as to the engineering acceptability of the modifications proposed; this will not be binding on the Engineer or the Employer. In their own interest Tenderers are advised to provide as much information as possible about the modifications at this stage.
- (ii) If the Tenderer does decide to submit an alternative Tender it must be accompanied by supporting information, drawings, calculations and a priced Bill of Quantities addendum covering the substitution of the alternative to enable its technical acceptability, construction time and price to be fully assessed.
- (iii) Any alternative tender involving modifications to design will be assessed on its merits and if considered valid may be accepted without recourse to re-tendering. The Engineer will accept responsibility for an accepted alternative design which will become the design for the purpose of the Contract.
- (iv) Any alternative designs for structures must conform with the standards prescribed in S.D.D. Technical Memorandum SB1/82. An alternative design which appears viable will be approved in principle prior to acceptance of the tender. Final approval will be given by the Engineer after an independent check of the detailed design arranged by the Engineer has shown it to be satisfactory. The cost of any modifications shown by this check to be necessary must be borne by the Contractor.
- (v) A decision to adopt a technically acceptable modified design will be governed by the amount of the overall saving which can be reliably expected to accrue. In assessing the overall saving account will be taken of the effect of any deferment in starting and completion date of the project and the cost to the Employer of additional engineering and

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administrative resources involved in assessing the alternative design and in implementing it through to completion of the Contract.

10. Not taken.
11. Not taken.
12. Not taken.
13. Attention is directed to paragraph 5 of the Preamble to Bill of Quantities providing for the need to phase the Works so that existing mains and services are not interrupted at any time without the written consent of the appropriate Authority.
14. It is the practice to publish the amount of the successful tender and the name of the Tenderer. If a Tenderer would not wish such details to be released, he should notify his objection and reasons at the time of tendering.
15. Unit rates and prices must be quoted in pounds and decimal fractions of a pound. Such fractions need not be restricted to any specific number of decimal places but the product of multiplying the rate by the quantity should be expressed in pounds and whole new pence (i.e. to two decimal places).
16. Not taken.
17. The Employer does not bind himself to accept the lowest or any Tender.
18. The tender document is to be returned in two envelopes. The covering envelope, which should be distinctively colour banded, must be addressed to "The Divisional Engineer, Department of Roads and Transport, Victoria Road, Brora, Sutherland KW9 6QN. It must show: (1) the project and (2) when tenders are due, but must not show the name of the tenderer either on the envelope or in the franking thereon. The inner envelope must show: (1) the project, (2) when tenders are due and (3) the name and address of the tenderer. The tender document, enclosed as described, must be sent by registered post, recorded delivery service or datapost or delivered by hand so as to arrive not later than **NOON on Tuesday 20th December 1988.**
19. Any drawings and other documents not returned with the tender(s) are to be sent to the Divisional Engineer, Victoria Road, Brora.
20. Not taken.

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21. Tenderers should note that it is expected that a period of NIL weeks will elapse between the date of award of the Contract and the Date for Commencement of the Works notified in writing by the Engineer.
22. Not taken.
23. Not taken.
24. The transport by road of loads in excess of 27.4 metres length e.g. long bridge beams, requires movement authorisation from the Secretary of State under Section 42 of the Road Traffic Act 1972. This requirement will not be affected by award of this Contract. Clause 26(2) of the Conditions of Contract specifically requires the Contractor to conform with statutes etc. Tenderers should note that movement authorisations are generally given only for the minimum distance necessary and movement of long-loads by road over greater distances will in most cases be permitted only if exceptional circumstances render such movement unavoidable. If, in connection with this Contract, authorisation is not given for movement of long-loads by road it will be the Contractor's responsibility to make whatever alternative arrangements are necessary for delivery to the site, and to bear the cost of the alternative arrangements. The attention of Tenderers is also drawn to Clause 30 of the Conditions of Contract in connection with the avoidance of damage to highways and bridges and the transport to the Site of constructional plant and materials.
25. Tenderers must submit with their tender details of the terms of the insurance they propose to effect, or which they already hold and intend to use, to meet the requirements of Clauses 21 and 23 of the Conditions. Any policy which provides for excess provisions will not normally be accepted as satisfying requirements of these Clauses. Any questions concerning insurance must be raised with the Engineer before return of the tender.
26. Should any additions to the Bill of Quantities as issued to Tenderers be deemed to be necessary prior to the date of submission of tenders, these will be issued to Tenderers in the form of Supplementary Bills and will form part of the Contract Documents.

