

**Failure to comply with these requirements may result in dis-qualification from the tendering process**

**1. Instructions**

**1.1. Confidentiality of Tenders**

1.1.1. All tender documents are PRIVATE AND CONFIDENTIAL.

1.1.2. Please note the following requirements, any breach of which will invalidate your Tender:

i. You must not tell anyone else, even approximately, what your tender price is or will be, before the date of contract award.

ii. You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.

iii. You must not make any arrangements with another party about whether or not they should Tender, or details of Tender prices except where Tenderers are considering joint or team bids which will be accepted providing all participants to the discussions surrounding the bid are clearly stated in the tender response.

iv. Tender documents may not be transferred to anyone other than the firm named in the invitation to tender without the prior specific approval of Narec.

**1.2. Form of Tender**

1.2.1. **The Form of Tender *must* be completed, signed and submitted in accordance with these Instructions together with your detailed Response to Tender.** Your Response to Tender should explain in detail how you would propose to provide the services as outlined in the Specification. All documents connected with the tender must be completed in English, fully priced in Pounds Sterling and totalled. The documents should either be typed or completed in ink.



## INSTRUCTIONS TO TENDERER

- 1.2.2. There should be no UNAUTHORISED alterations or additions to any component of the tender documents. Prices etc may be altered by striking through the incorrect figures and inserting the correct figures above them. All alterations must be initialled.
- 1.2.3. In completing the above reference should be made to the Additional Information requirements at paragraph 13.

### **1.3. Qualifications**

- 1.3.1. Tenders must be submitted in accordance with the tender documents. Narec may not consider any tender which is disqualified by any terms or conditions of contract or general reservations however expressed.

### **1.4. Incomplete Tenders**

- 1.4.1. Narec may not consider tenders that do not contain all information and particulars requested.

### **1.5. Performance**

- 1.5.1. It will be assumed that performance and delivery of any reports will take place as specified in these documents. If so wished earlier performance may be offered by confirming details in your Response to Tender.

### **1.6. Alternative Tender(s)**

- 1.6.1. Alternative tender(s) may be offered involving modifications to the specified requirements, but will only be considered if accompanied by a tender based strictly on the tender documents. Alternative tenders must be free of qualifications as stated above at paragraph 3 and be fully priced to show clearly how and where costs differ from the primary tender. Technical queries should be referred to the officer nominated in the 'Tender Specification' in order to ascertain what special criteria and requirements may apply in respect of the alternatives or modifications being contemplated. Any such approach will be treated in confidence.
- 1.6.2. Any alternative tender involving modifications to the specified requirements will be assessed on its merits and, if considered valid, may be accepted without recourse to re-tendering.



## INSTRUCTIONS TO TENDERER

### 1.7. Prices

1.7.1. All unit rates and prices must be quoted in Pounds Sterling and decimal fractions of a pound. There is no restriction on the number of decimal places, but the product of multiplying the rate by the quantity must be expressed in Pounds Sterling and whole Pence. The prices quoted should be Firm for any contract expected to last less than two years and the first two years of longer contracts.

### 1.8. Value Added Tax (VAT)

1.8.1. Tendered prices must exclude VAT. Where indicated VAT should be shown separately. Invoices must show VAT separately.

### 1.9. Submission of Tenders

1.9.1. Two hard copies should arrive no later than 12 noon (BST) on the specified date of return. One electronic copy must also be submitted to the recipient below by either e-mail or disc/cd.

- The electronic copy can be submitted on disc/cd with the hard copies before the specified date of return.
- Where the electronic copy is to be sent by e-mail it **must** be received by Narec **after** the deadline for the hard copy has expired and within 24hrs of the specified date of return.

1.9.2. Hard copies of Tenders must be sealed in an envelope clearly marked "TENDER DOCUMENTS ENCLOSED" and the TITLE OF THE TENDER must be identified on the Envelope and returned to:

FAO **[Insert Name]**  
Narec  
Eddie Ferguson House  
Ridley Street  
Blyth  
Northumberland  
NE24 3AG

## INSTRUCTIONS TO TENDERER

1.9.3. The electronic copy should be mailed to the recipient below or delivered on disc/cd to the above contact:

**[Insert First Name].[Insert Surname]@Narec.co.uk**

1.9.4. **Narec reserves the right to reject any tender received after the Tender Deadline for whatever reason.** It is recommended that tenders be sent by registered post; recorded delivery service; Datapost or delivered by hand. **The envelope, including the franking, and any associated paperwork delivered with the tender envelope must not identify the sender.**

### **1.10. Tender Validity**

1.10.1. Tender(s) should remain open for acceptance for a minimum of 90 days from the Tender Deadline or for such other period as may be specified by Narec.

### **1.11. Right to Accept Portion of Tender; Lowest or Any Tender**

1.11.1. Unless stipulated by the Tenderer Narec reserves the right to accept any part of the tender. Narec is not bound to accept the lowest or any tender or part thereof.

### **1.12. Terms of Payment**

1.12.1. Narec normally makes payment within 30 days of receipt and agreement of invoice unless otherwise stated in the documents.

### **1.13. Additional Information to be Included in Response to Tender**

1.13.1. The Response to Tender should cover where appropriate:-

- Methodology or approach to meet the objectives of the Tender Specification.
- CVs of staff intended to undertake the Work.
- Detailed timetable for the Work; any important milestones and the earliest Start Date for the Work.



## INSTRUCTIONS TO TENDERER

- Sub-contract work intended to be placed with other bodies that would not be signatories to the main contract.
- A description together with costs for any Capital or Current Items to be purchased.
- Brief details of the company, including the number of staff employed in the UK and overseas.

### **1.14. Requirements for working on Narec premises.**

1.14.1. It is a condition of tender award that the successful tenderer agrees to comply with the requirements set out in the attached documents:-

- ST 2500-Safety rules
- ST 1561-Standards for Contractors