

**SPECIFICATION FOR  
EXTERNAL REPAIRS & REDECORATION**

**AT**

**19 – 23 PALACE COURT  
LONDON W2 4LP**

**29 DECEMBER 2004**

## PRELIMINARIES

### PARTICULARS OF CONTRACT

0.1	<b>SITUATION OF WORKS</b>	19 – 23 Palace Court, London, W2
0.2	<b>DESCRIPTION OF WORKS</b>	The Works comprise the external repair and redecoration of the property
0.3	<b>EMPLOYER</b>	19-23 Palace Court Management Ltd
0.4	<b>SURVEYOR</b>	Richard Birchall Associates 17 St. Albans Grove Kensington London W8 5BP  Tel: 020-7727-9739 Fax: 020-7938 4398 Mobile: 07836-634014 E-mail: <a href="mailto:surveyor@surveyors.co.uk">surveyor@surveyors.co.uk</a>
0.5	<b>ACCESS TO THE SITE</b>	<p>By prior arrangement with the house manager, Mr Applethwaite Tel: 020-7229-1073. Usual hours of working are approx 09:30 to 17:30 Monday to Friday.</p> <p>The common parts give access to the rear fire escape via a door adjacent to Flat 11.</p> <p>Flat 14 gives access to the front fire escape and main roof if access can be arranged in advance.</p> <p>The front and rear elevations are otherwise visible from Palace Court and Ossington Street respectively.</p> <p>The Contractor should make arrangements to visit the site on one occasion only, accompanied by any of his sub-contractors, to minimise inconvenience to the Employers Agent and occupiers of the building.</p>

0.6	<b>DATE FOR RETURN OF TENDER</b>	By 17:00 on Friday 29 <sup>th</sup> April 2005
0.7	<b>DEFECTS LIABILITY PERIOD</b>	Six Months
0.8	<b>LIQUIDATED DAMAGES</b>	£1,500 per week
0.9	<b>CONTINGENCIES</b>	£10,000.00
0.10	<b>INSURANCES</b>	The Contractor shall indemnify the Employer in respect of any liability, loss or claim or proceedings and for any injury or damage whatsoever arising out of or in the course of or by reason of the execution of the said work to any property real or personal due to any negligence, omission or default themselves, their agents or their servants, or to any circumstances within their control with a minimum indemnity limit of £2,000,000 for public liability.
0.11	<b>SPECIAL INFORMATION</b>	<p>The pre-tender Health &amp; Safety file forms a separate document.</p> <p>Access to the property is through the ground and basement entrances. These must be fully protected to maintain safe access and egress for the Residents. They must be kept clear of obstructions at all times.</p>
0.12	<b>CONTRACT ADMINISTRATION</b>	<p>For ease and efficiency it is the intention to administer this contract as far as possible, electronically, based on the use of Microsoft Word and Excel software. Accordingly you will have received this Specification on a floppy disk or by email.</p> <p>The Form of Tender is to be duly signed and returned in the normal manner. The priced Specification is to be returned either on disk or by email. All correspondence, issue of instructions, queries etc. will be conducted using email.</p>

**FORM OF TENDER**

Ref: 2862

Dear Sirs

**19 – 23 Palace Court, London, SW2 4LP**

Having examined the conditions of contract and specification for works required at the above property, we hereby tender and undertake to carry out and complete the whole of the said works in conformity with the said conditions of contract and specification for the sum of .....exclusive of VAT.

We further undertake to commence works on site .....weeks after acceptance of our tender and to complete the whole of the works within .....working weeks of commencement on site.

This tender has been prepared in accordance with the Minor Works Building Contract issued by the Joint Contracts Tribunal in 1980 (as amended) and is an agreed lump sum on the understanding that it is accepted within three months from the date stated below.

We agree that unless and until this formal agreement is prepared and 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.

Yours faithfully

Signed .....

For and on behalf of .....

Address .....

.....

Date .....