

**SPECIFICATION FOR  
EXTERNAL REPAIRS & REDECORATION  
AND PARTIAL REDECORATION OF COMMON PARTS**

**AT**

**1 – 12 ILCHESTER MANSIONS  
LONDON W8**

21 NOVEMBER 2003

## PRELIMINARIES

### PARTICULARS OF CONTRACT

0.1	<b>SITUATION OF WORKS</b>	1-12 Ilchester Mansions, Abingdon Road, Kensington, London, W8
0.2	<b>DESCRIPTION OF WORKS</b>	<p>The Works comprise the routine external repair, cleaning and complete external redecoration of a purpose-built apartment block.</p> <p>Minor repairs and partial redecoration of common parts.</p> <p>The building is situated on the west side of Abingdon Road just south of Kensington High Street. It comprises accommodation on basement, ground and four upper floors under a flat asphalted roof used as a roof garden.</p>
0.3	<b>EMPLOYER</b>	Abbott Management
0.4	<b>SURVEYOR</b>	<p>Richard Birchall Associates 17 St. Alban's Grove Kensington London W8 5BP</p> <p>Tel: 020-7727-9739 Fax: 020-7229-3510 Mobile: 07836-634014 E-mail: <a href="mailto:surveyor@surveyors.co.uk">surveyor@surveyors.co.uk</a></p>
0.5	<b>ACCESS TO THE SITE</b>	<p>By prior arrangement with this office. We will hold a set of keys to the common parts.</p> <p>Access can be gained for inspection of the roof and common parts. The main staircase leads onto the roof. The north and rear elevations can be inspected from the adjacent car park.</p>
0.6	<b>DATE FOR RETURN OF TENDER</b>	By 12 noon on Friday 9 January 2004
0.7	<b>DEFECTS LIABILITY PERIOD</b>	Six Months
0.8	<b>LIQUIDATED DAMAGES</b>	£2,000 per week or part thereof.

0.9	<b>CONTINGENCIES</b>	£5,000.00
0.10	<b>INSURANCES</b>	<p>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.</p>
0.11	<b>SPECIAL INFORMATION</b>	<p>The pre-tender Health &amp; Safety file forms a separate document.</p> <p>The Works are scheduled to be started in Spring 2004</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.</p> <p>All correspondence, issue of instructions, queries etc. will be conducted using email.</p> <p>It is a requirement of this contract that the site office be suitably staffed and equipped to administer the contract electronically.</p>

**FORM OF TENDER**

Ref: 2889

Dear Sirs

**Abbott Management**  
**1-12 Ilchester Mansions, Abingdon Road, London, W8**

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 .....