**POLISH RED CROSS BUILDING IN WARSAW**

##### **6th FLOOR RENOVATION**

##### BID COVER LETTER



**9th of AUGUST 2023**

I/We, the undersigned company, hereby offer our services in delivering the works to the 6th floor of the building according to the specification delivered upon the Tender stated below:

Invitation to participate in a tender procedure for the award of a General Contractor Works Contract dated 9th of August 2023;

1. Appendix 1: Tender design package;
2. Appendix 2: Bills of Quantities;
3. Appendix 3: Works contract draft;
4. Appendix 4: Financial review form;
5. Appendix 5: IFRC General terms and conditions;
6. Appendix 6: PCK Ethical code of conduct;
7. Appendix 7: IFRC Code of conduct;
8. Appendix 8: Declaration of undertaking;
9. Appendix 9: Bid Cover Letter;
10. Appendix 10: Financial proposal;
11. Appendix 11: Building Permit.

I/We undertake, if our Tender is accepted, to commence the Services within 10 (ten) working days of receipt of the Client’s order to commence, and to complete and deliver the whole of the Services comprised in the Agreement within the Time for Completion set out in the *Invitation to participate in a tender procedure*.

The following documents, duly completed by me/us and attached hereto in order (and initialled and signed by me/us), form an integral part of our Tender:

* Company registration (KRS);
* Document confirming the right to sign the offer, power of attorney (if applicable);
* Financial statements and latest audit reports (2 years) signed by auditor;
* Dully filled Supplier Registration (should come from survey stage);
* Tax and Social Welfare certificates no older than 2 months;
* Appendix 4: Financial review form;
* Appendix 5: IFRC General terms and conditions;
* Appendix 6: PCK Ethical code of conduct – page 13 only to be delivered signed;
* Appendix 7: IFRC Code of conduct;
* Appendix 8: Declaration of undertaking;
* Detailed references of relevant projects with pictures and contact details to client’s representative;
* Documents necessary to prove in front of Mazowiecki Wojewódzki Konserwator Zabytków (MWKZ) that the site manager has experience required to run a job in a historical building;
* A programme of the renovation split by weeks. Assumed starting date – 1st of October 2023.

I/We have put the Financial proposal (Appendix 10) with price breakdown (filled Bills of Quantities) in a separate envelope as instructed in the *Invitation to participate in a tender procedure*.

If my/our Tender is accepted, I/we will take out and maintain Construction All Risks (CAR) third party insurance and a security, agreed in the Agreement, for the due performance of the Contract.

I/We agree to abide by this Tender for a period of ninety (90) days from the date indicated as the bid submission deadline and it shall be binding upon us and may be accepted by the Client at any time before the expiration of the above period of ninety (90) days.

In the event of my/our Tender being accepted and until Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding obligation upon us.

I/We understand that the Client has complete discretion as to which Tender to accept and that is not bound to accept the Tender with the lowest price or any Tender.

I/We acknowledge receipt of the following correspondence and Tender addenda and confirm we have taken account thereof in our Tender:

**Tender Addenda:**

1. ……………………………………………………………………………………………………………………..
2. …………………………………………………………………………………………………………..…………
3. ……………………………………………………………………………………………………………………..
4. …………………………………………………………………………………………………………..…………
5. ……………………………………………………………………………………………………………………..

Terms not conforming to the tender documents (if any):

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Non-conforming terms shall only apply if specified under this item.

Name of Company/Organization:

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Date: Signature:

……………………………………. …………………………………………………..

All prices, including unit prices, cover the payment of all secondary services and administrative expenses (and any other duties) and are specified indicating the price excluding VAT and the price with VAT included.