

**CONTRACT DOCUMENTS**

**Contract No.: -**

**Title: -**

**Location: -**

**Date: -**

**Rev. 1, 1997-03-14**

**Contract No.:** -

**Title:** -

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**Rev. 1, 1997-03-14**

**SPECIAL INSTRUCTIONS TO BIDDERS**

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**Contract No.:**

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**SPECIAL INSTRUCTIONS TO BIDDERS**

**1. Named Parties**

For the purposes of this contract the following parties are identified:

Owner: .....

Engineer: .....

Contract Administrator: .....

Inspector: .....

Contact for Enquiries: .....

Telephone No.: ..... Fax No. ....

**2. Tender Procedure**

The following policy regarding the submission of tenders and the tender opening procedures will be applicable for this project. Tenderers are requested to adhere strictly to the instructions concerning submission.

(a) **All tenders must be sealed and submitted to:**

Name: .....

Title: .....

Address: .....

**By the following time:**

Time: .....

Date: .....

(b) Tenders received later than the time specified will not be accepted, regardless of the postal seal date. Tenders must be plainly marked to reveal the contents and the Tenderer's name and address.

(c) Tenders shall be submitted in the two envelopes supplied, as follows:

i) The first envelope shall contain:

\* "Agreement to Bond", duly signed and sealed (no copies or facsimiles will be accepted).

\* Tender deposit in the form of a \_\_\_\_\_ and in the amount of \$ \_\_\_\_\_.

ii) The second envelope shall contain:

\* Form of Tender (including addenda if applicable).

Please note that the tender specifications shall not be included in the second envelope. In the event the first envelope does not contain the proper documents, the second envelope will not be opened.

(d) Tenders will be opened the same day that tenders close.

Time: .....

Location: .....

Firms submitting tenders will be permitted to attend the tender opening.

(e) The total tender price will be announced for each tender opened, (excluding G.S.T.).

**3. Estimated Construction Cost**

The estimated tender value of the project is as follows (excluding G.S.T.).

Estimated Tender Value.....\$

**4. Tender Award**

The award of this tender is subject to the Owner obtaining approval from:

.....  
.....  
.....

Tentatively, construction may commence, but is not guaranteed, by:

.....  
.....

**5. Maintenance Holdback**

The following maintenance holdback will apply to this contract: .....

.....  
.....

**6. Liquidated Damages**

The liquidated damages for this contract shall be Dollars (\$ \_\_\_\_\_) for each and every day's delay as outlined in Special Provisions - General.

**7. Additional Insured**

The following parties are identified to be included as additional insured for this project:

.....  
.....  
.....  
.....