

**Submission Form 2; Checklist of Documents.**

Applicants must complete and return all requested Tender items. Failure to provide all of these completed documents in the checklist may cause your Tender to be non-compliant.

Item	Included in Tender?
The Pre-Evaluation Questionnaire; completed, signed and returned.	
Fully quantified Bill of Quantities; completed, signed and returned.	
The Form of Tender; completed, signed and returned.	
This Checklist of Documents; completed, signed and returned.	

All complete tenders must be submitted in writing or email (by 12.00 noon on the 22<sup>nd</sup> December 2022) to the GSS office. No additional information should be submitted or will be considered.

All Tenders must be clearly marked ‘Design and Build of Suffolk Punch Community Centre; Contract Tender’.

- Submissions by email; tenders should be made Karen O’Connor, GSS, at [kjo@gssllp.co.uk](mailto:kjo@gssllp.co.uk)
- If sent by mail; tenders should be submitted in a sealed envelope (by mail or in person) to GSS and addressed to Karen O’Connor, Senior Project Manager (at Gotch Saunders & Surridge LLP, The Stables, 14 The Drive, Kettering, Northamptonshire, NN15 7EX)

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I/We confirm understand that this checklist clarifies the completed documentation representing our tender offer to Bradwell Parish Council (for the provision of the Suffolk Punch Community Centre Design and Build ITT).

From: .....

Signed: .....

For and on behalf of: .....

Address: .....  
.....  
.....

Date: .....