

## Tender Instructions and Guidance for:

**Rental of Unit 1 at Hanbury House, Welsh Street, Chepstow, NP16 5LL**

**Subject to Contract & Formal Council Approval**

1. The submission of tenders must be clearly marked and labelled **“Unit 1 Hanbury House Rental Tender”** for the attention of Democratic Services and within an easily identifiable envelope to ensure that offers are not opened prior to the tender close date. Tenderers must submit their tenders using the enclosed form **by no later than 5pm Thursday 29<sup>th</sup> June 2017** and deliver to the:  
  
Estates Department  
Monmouthshire County Council  
County Hall  
Rhadyr  
Usk  
NP15 1GA
2. **The submission must clearly state whether the bid relates to 1 unit (all of the space) or 1 of 2 units following subdivision.**
3. **No distinguishing marks identifying the bidder will be permissible on the envelope, a failure to comply with this requirement will mean that the tender will not be accepted or considered. No tender received after the time and date specified above shall be accepted or considered.**
4. Offers will not be opened and considered prior to the time and date specified above.
5. The Council (Landlord) will require the successful tender to instruct their solicitors, at their own expense, immediately following receipt of confirmation of acceptance of the tender and enter into a lease, of the required unit(s), within no more than eight calendar weeks of receipt of draft lease documentation.
8. The successful tenderer will be responsible for their own costs associated with the letting of the unit (including legal costs).
9. All financial proposals should be stated in pounds sterling and are exclusive of value added tax.

10. Confirmation is required that the tenderer is able to provide, where requested, either, and/or, any of the following: a business plan for the proposal; a previous Landlord's reference; a bank reference; a credit reference; a guarantor.
11. The Council reserves the right to decline the highest or any offer received.
12. This is not a formal tender and no contract will be created by acceptance of any offer or bid in response to this request. This remains the position until formal contracts have been agreed and exchanged.
13. The Council reserves the right to disregard any deficiency in compliance with the terms of the above when accepting any offer or bid, but reserve the right to demand subsequent compliance prior to, or as a precondition of completion of contracts.

