

November 2015

Tenders Advice File

The following applies to all tenders, except where specifically stated otherwise in a particular tender. Exceptions can occur for a variety of reasons so it is important to peruse all documents.

All correspondence relating to tenders should be emailed to tenders@pmkltd.co.uk quoting the tender reference shown on the tenders page, which begins with the letter T. Correspondence will be acknowledged personally by tender administration, including weekends, especially as a tender deadline approaches.

Tender opportunities on this website are either open-tenders or invitation-only tenders. Invitation-only means just that. Tenderers will be supplied with a username and unique password for the invitation-only tenders.

You should send an email to confirm when you have downloaded tender documents. In some cases we may contact tenderers directly with new information, if we know who is considering tendering.

Every tender advertised includes a questions and answers page on the website, so that a response given to a tenderer can be made available to all tenderers equally. It is recommended that you check regularly for updates. In all cases any tender update will be announced on the home page of this website.

If it proves necessary to introduce a new or replacement tender document, that will be made available from the questions and answers page of the relevant tender and announced on the home page of this website.

The latest date and time for submission of questions is posted on the questions and answers page, together with the date and time when the final list of questions and answers will be posted by us.

Tender documents are provided as complete sets in both WORD (where available) and PDF (where available) format. Sets are zipped folders, sometimes referred to as archived folders. Documents are also usually made available as individual files.

When you unzip any set of files, all documents will be housed in a single folder for your convenience. Sets are guaranteed to contain everything you need. Rare exceptions will be referred to and supported by a document inside zipped folders.

All downloads are configured to appear in a new window. We recommend right-clicking on file links then selecting the save-target-as option. However this may be affected by your choice of browser.

Documents may include WORD (.doc and .docx), PDF and EXCEL (.xls and .xlsx) files.

Documents in some tenders may be write-protected. In the case of WORD and EXCEL documents, your particular browser will generate a system message, having the same function as the one shown here. It will only be necessary to click the **Read Only** button, in order to open the file concerned. We find that many people are not familiar with this write-protection system, hence this message.



It is important to carefully study the instructions to tenderers, including tender labels. Inadvertent use of a company franking machine on a tender envelope would lead to automatic, yet avoidable, disqualification. We do not want that to happen.

For those less than familiar with tenders online, help is at hand, if assistance is needed, using the email address provided on this page. Our main aim is a robust tender regime.

Tender Administration