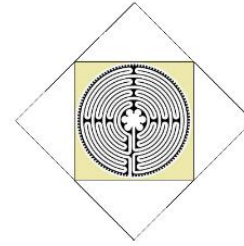


Imagine Architecture
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25 Paradise Way, Utopia, Wellington
04 578 8967
www.imaginedesign.co.nz



<Contact Name>
<Name of Construction Company>
<Address 1>
<Address 2>
<City> <Postcode>

31 January 2016

Project: Invitation to Tender for a new Research and Teaching Block, 37 Kensington Avenue, Petone

Tender Type: Main contractor (Main contract type)

Owner: Wellington Institute of Technology

Dear <contact name>,

Thank you for your response to the invitation for tender for the new research and teaching block at Weltec's Petone campus. We acknowledge receipt of payment of the bond and the tender materials are attached with this transmittal.

Please contact our office to arrange a time to visit the site. The final date for receipt of questions on the project is 4pm on 15th February 2016. Questions must be submitted in writing (emails are acceptable).

Any corrections to documentation will be available for tenders to collect from our offices at 1pm on 19th February. For out of town tenders material can be couriered to location.

The **tender meeting** is scheduled for **11am on Monday 29th February 2016** in our offices. Tenders may be submitted prior to the meeting but will not be opened until the time of the meeting.

If you wish to bring other representatives of your company to the meeting please contact our office no later than Wednesday 24th February at 4pm.

Deposits will be returned to unsuccessful tenderers no later than the 4th of March 2016 by direct credit into a designated account .

No	Document	Pages	Size
DD1	Demolition Plan	1	A0
L01	Site Location and Site Plan	1	A0
L02	Site Services Plan	1	A0
L03	Foundation Plan	1	A0
L04	Ground Floor Plan	1	A0
L05	First Floor Plan	1	A0
L06	Second Floor Plan	1	A0
L07	Roof Plan	1	A0
L08	Elevations 1	1	A0
L09	Elevations 2	1	A0
L10	Sections A & B	1	A0
L11	Sections C & D	1	A0
L12	Enlarged Accessible Toilet Plans and Elevations	1	A0
L13	Enlarged Box Plans and Section	1	A0
L14	Services – Electrical Plans	1	A0
L15 & L16	Plumbing Plans	2	A0
L17 & L18	HVAC Plans	2	A0
L19	Site Management Plans	1	A0
L20	Roof Framing Plan	1	A0
A01-A45	Detail Drawings	45	A3
MA01-MA10	Material Assessment	10	A0
C01-11	Stair, laboratory and cabinetry drawings – window and door and hardware schedules	11	A0
S01-S04	Finishes schedules	4	A0
-	Specification	147	A4
-	Tender control documents	87	A4
-	Safety Management Plan	24	A4
T01	Tender Form	4	A4
T02	Time Frame	1	A4
T03	Schedule of Quantities	45	A4

The following process material must be fully completed:

- Tender form
- Time schedule
- Schedule of quantities (you must enter estimates against all listed items in the schedule).

The use of a specific schedule is to reduce the need to account for uncertainties leading to the application of a large number of tags. The clear definition of building elements and costings will be looked upon favourably in the assessment of tenders.

Questions must be delivered in writing (email is acceptable) before the date outlined.

The contact person for this project is

Richard Foreman
Director of Imagine Architecture
04 578 6453
021 566 7623

Yours faithfully

Richard Foreman