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| Ref: | 4101565 – 2.3 |

ADDRESS OF CONTRACTOR

8th September 2020

Dear Sirs,

**Council of the Isles of Scilly – 29 Sally Port Window Replacement**

Please find enclosed and attached the tender documentation inviting you to submit a bona fide tender for this project.

Tenders are to be returned, **not later than 16.00 on Friday 25th September 2020.** All submissions are to be submitted in a plain sealed envelope marked only with the contract reference number to:

**20200909W\_29Sallyport**

**The Chief Executive, Council of the Isles of Scilly, Town Hall, St Mary’s, Isles of Scilly. TR21 0LW**.

Quotations are expected to be held for 1 month from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

The information required to be submitted with your tender submission are as follows:

* Completed and signed forms of tender
* Completed response to the request for quotation form
* Completed Schedule of Works document

Please acknowledge receipt of the above tender documentation and your willingness to tender within 2 working days.

We look forward to your response.

Yours sincerely,

**Isles of Scilly Procurement**