



## West Chiltington Parish Council

The Parish Office  
Church Street  
West Chiltington  
West Sussex  
RH20 2JW

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24<sup>th</sup> May 2018

Dear Contractor

### **Tractor/Storage Shed Rebuild at West Chiltington Recreation Ground**

On behalf of West Chiltington Parish Council, I am writing to invite you to submit a tender for the rebuild of the Tractor/Storage Shed at West Chiltington Recreation Ground.

Please read all of the documents listed in the Form of Tender, these documents plus your tender and any changes agreed will collectively form the contract.

- Document 1 - Letter of Invitation
- Document 2 – Form of Tender
- Document 3 – Conditions of Contract
- Document 4 – Technical Specification

Tenderers should acquaint themselves fully with the extent and nature of the requirement and contractual obligations and are deemed to have done so before submitting a tender. Should you have any queries regarding this tender please email me, all enquiries should be made in writing.

Tenders are to be returned using the Form of Tender, with all prices exclusive of VAT, sealed in an envelope and forwarded to the Clerk.

The tender **MUST** be returned **NO LATER THAN 5.00pm on Monday 9<sup>th</sup> July 2018** to **The Parish Clerk, West Chiltington Parish Council, Church Street, West Chiltington RH20 2JW**. Any tender received after this date and time will not be considered. West Chiltington Parish Council will assume that your tender will remain open for a minimum of 90 calendar days following the tender deadline date.

Please e-mail me if you decide not to submit a Tender. Knowing why you have decided to decline this opportunity would be appreciated as it may help us to improve the efficiency of our procurements in the future.

Yours sincerely

A handwritten signature in dark blue ink that reads "A Chambers".

Anna Chambers  
**Parish Clerk**