



## **PROJECT INFORMATION FOR THE SUBMISSION OF A QUOTE.**

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**PROJECT: Condition of & Recommended Exterior Works for Cemetery Chapel, Radwinter Road Saffron Walden.**

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**1. Project**

Saffron Walden Town Council, The Employer wishes to invite quotes for the repairs to the listed Chapel at The Cemetery Saffron Walden as per attached report.

**2. Description of Works**

Repair and refurbishment work to Chapel as listed.

**3. Employer**

3.1 Saffron Walden Town Council  
The Town Hall  
Market Street  
Saffron Walden  
Essex  
CB10 1HR

**4. Employer's Professional Team**

To be appointed.

**5. Location of Site**

The site is located at the Cemetery Radwinter Road Saffron Walden CB11 3YB.

**6. Listing**

The building and the works are all subject to Conservation and Listed Building Consent.

**7. Number of Quotes proposed consider**

Four

**8. Quote Documentation**

Specification comprising Schedules of Work and drawings as attached.

**9. Form of Contract**

By official purchase order

**10. Anticipated Date for Possession**

From 1<sup>st</sup> March 2022 (subject to all required permissions being in place)



11 **Period for Completion of the Works**

5 weeks

12 **Quote Period**

Approx. 5 weeks. (From 1<sup>st</sup> September to 30<sup>th</sup> September 2021)  
with Closing date and time of submission of quotes being Noon 30<sup>th</sup> September 2021

13 **Performance Bond**

Not required.