

**Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
Essex CM3 5LJ**

Tel. 01245 321817

Contractor name and address
Date

Dear Sir's

Re: Tender number

You are invited to submit a tender for : The Replacement of Uniformed Youth Roads

Atlas House Consultancy Ltd have been appointed in the role of Project Managers and should be contacted about any technical matters their details are contained in the Pre-tender Health and Safety Plan.

Please remember that in order for your tender to be considered you must:

Submit your tender on the "Summary of Tender" and "Form of Tender" documents.
Return the "Summary of Tender" and "Form of Tender" documents in an envelope clearly marked with the tender number by the due date.

The tender envelope and it's franking must not bear any indication of the Tenderer's identity and the envelope must only be marked with the tender number.

Tenders must be in accordance with all the contract documentation and no changes should be made to tender documents. Similarly tenders must not be accompanied by statements making the tender qualified in any way.

Tenders are to reach the South Woodham Ferrers Town Council by noon on the return day.

Evaluation

The Town Council will evaluate tenders by considering the following principal factors:

Compliance with tender documentation.
Tender submission prices.
Advice from Professional persons or approved companies.

The Town Council does not bind itself to accept any tender but every effort will be made to reach a decision within 12 weeks from the date of tender therefore remain open for acceptance until that date.

We recommend that you read all documentation and visit site before completing your tender.

Yours Faithfully

Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk