

Dear Contractor

19<sup>th</sup> July 2017

**Re: Tender for Repair and Refurbishment of Bat & Ball Station Building**

Thank you for your interest in tendering for the contract for the Repair and Refurbishment of Bat & Ball Station Building.

Sevenoaks Town Council as a local authority procurement procedures are dictated by statutory legislation and have to be uploaded. The tender package includes the following:

- i) This covering letter
- ii) Pre-Construction Information
- iii) Bills of Quantities (Excel)
- iv) Tender Drawings Content Page
- v) Tender Drawings
- vi) Form of Tender – to be completed and returned

**Please note the following important information**

<b>Tender return date</b>	<b>Midday Wednesday 16<sup>th</sup> August 2017</b>
<b>Tender return format</b>	<b>On line or delivered to STC Offices Clearly marked ' Tender for Bat &amp; Ball Station Building</b>
<b>Site Visits</b>	<b>To be arranged by emailing Town Clerk – <a href="mailto:townclerk@sevenoakstown.gov.uk">townclerk@sevenoakstown.gov.uk</a></b>
<b>Tender Queries</b>	<b>By email to Town Clerk <a href="mailto:townclerk@sevenoakstown.gov.uk">townclerk@sevenoakstown.gov.uk</a></b>

Once again thank you for your interest. Please note that timescales are to fit in with an HLF funding programme. I look forward to receiving your tender.

Yours faithfully,

Linda Larter MBE  
Chief Executive / Town Clerk

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Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

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**Town Clerk**