

Billericay Cambridge Colchester Hertford London Norwich

Colchester 874 The Crescent Colchester Business Park Colchester Essex CO4 9YQ T: 01206 224270

www.ingletonwood.co.uk

**Tendering Contractors** 

Our ref: 500899/ST/nh

4th March 2019

Dear Sirs,

## West Bergholt Village Hall – Roofing Works

Please find attached a copy of the following to enable you to prepare and submit a tender for the above works:

- A copy of the NBS specifications with schedule of works
- Drawings as per drawing issue register
- 2 contract form of tenders with 2 options for pricing
- Tender return label
- Pre-construction health and safety information

We would be obliged if you could please acknowledge receipt of the enclosed tender documentation and complete and return the form of tender to arrive no later than **4th April 2019 at 3pm**. You will see there are two forms of tenders to return; option 1 to be priced with PV panel installation and option 2 to be priced without PV panel installation. The PV panel installation information is attached to appendix C of the specification document.

\*Please note unless otherwise agreed, these must be posted or hand delivered and **NOT** emailed. Should you return your tender by email you will be disqualified. \*

Due to time constraints with this project, please ensure that a full tender breakdown is included within your tender returns in order to facilitate our tender analysis promptly.

Ingleton Wood LLP practising as Ingleton Wo Registered No. OC306572 Partners are members of the LLP Regulated by RICS

Registered Office 1 Alie Street London E1 8DE Partners
Jonathan Eddy BSc MRICS MaPS
John Dikon BA (Hons) Grad Dip Arch RIBA
Stuart Norgelf BA (Hons) Dip Arch RIBA
Stuart Norgelf BA (Hons) Dip Arch RIBA
David Cresswell BSc (Hons) MRICS
Laura Mansel-Thomas BA (Hons) MSc PhD CEng MEI
Paul Cavaller BSc (Hons) MRICS RWafS
Simon Gorst BA (Hons) MSc MRICS

Practice Secretary







architecture
building surveying
building services
planning
interior design
sustainability
civil and structural
quantity surveying
project management
CDM and H&S services



Arrangements for access must be made as detailed within the preliminary section of the specification.

Should you have any queries with respect to this specification, please do not hesitate to contact me.

Yours faithfully,

Sam Taylor Associate

Ingleton Wood LLP

sam.taylor@ingletonwood.co.uk