

## Tendering Contractors

Our ref: 500899/ST/nh

4<sup>th</sup> 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.

#### Partners

Jonathan Eddy BSc MRICS MaPS  
John Dixon BA (Hons) Grad Dip Arch RIBA  
Stuart Norgett BA (Hons) Dip Arch RIBA  
David Cresswell BSc (Hons) MRICS  
Laura Mansel-Thomas BA (Hons) MSc PhD CEng MEl  
Paul Cavalier BSc (Hons) MRICS RMaPS  
Simon Gorst BA (Hons) MSc MRICS

Practice Secretary  
Kathryn Lee FCA

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

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