



Projects Department

Invitation to Tender

Please ask for: Geoff Sawyer
Direct line: 01278 427692
Email: procurement@bridgwater-tc.gov.uk
Date: 27th November 2024

TITLE: Bridgwater Town Hall Theatre Equipment (SLAVSE). Reference: THTE

To whom it may concern,

FORMAL INVITATION TO TENDER, FOR THE SUPPLY OF GOODS & SERVICES

Please refer to:

- a) Document Ref: THTE01 'Bridgwater Town Hall Theatre Equipment ITT Project Information'
- b) Document Ref: THTE02 'Supporting Documents, Plans, & Specifications'
- c) Document Ref: THTE03 'Theatre Equipment Indicative Project Timeline'
- d) Document Ref: THTE04 'Bridgwater Town Council Approved Contractor/Supplier Application'
- e) Document Ref: THTE05 'Tenderer Declaration Form'
- f) Document Ref: THTE06 'Form of Tender'
- g) Document Ref: THTE07 'Pricing Schedule'
- h) Document Ref: THTE08 'Tender Evaluation Questions'

Your tender submission, which is to be on a fixed price submission for the Bridgwater Town Hall Theatre Equipment (SLAVSE) is to be returned on Document Ref: THTE06 'Form of Tender' and in a sealed envelope marked 'Tender' to be submitted by **12noon on Friday 10th January 2025**.

The tender is to be signed by an authorised signatory for the company and all alterations or corrections must be initialled by the same person.

The completed tender must be submitted in a sealed envelope marked 'Tender' which should then be sent by post or delivered by hand to reach the Projects Manager, Town Hall, High Street, Bridgwater, Somerset, TA6 3AS. All tenders will be opened at the same time by the Town Clerk and the Projects Manager in the presence of a Councillor.

You must submit the following documentation with your tender:

- 1) Copies of any company accreditations, qualifications, and recognitions.
- 2) Evidence of your staff/team's competency and training records.
- 3) A company organogram as indicated in section B2.1 of THTE04.
- 4) THTE04 'Application Form for the Bridgwater Town Council approved contractor list'.
- 5) Insurance details and certificates as indicated in section C of THTE04.
- 6) THTE05 'Tenderer Declaration Form'
- 7) THTE06 'Form of Tender'.
- 8) THTE07 'Pricing Schedule'
- 9) THTE08 'Tender Evaluation Questions'



BRIDGWATER TOWN COUNCIL
Town Hall, High Street, Bridgwater TA6 3AS
01278 427692
projects@bridgwater-tc.gov.uk

Any omissions will invalidate your tender.

The tender envelope must not be marked in any way to indicate the identity of the sender / tenderer and must contain only the tender form and requested documents, and no other enclosures. If a courier service is used these requirements must still be observed.

Your particular attention is drawn to the conditions above as any tender which is late and/or is improperly marked or unsealed WILL NOT BE CONSIDERED.

Bridgwater Town Council does not bind itself to accept the lowest or any tender, nor to make any payment for the preparation of any tender.

Thanking you for your interest in this tender.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Geoff Sawyer'.

Geoff Sawyer

Projects Manager