



Projects Department

Invitation to Tender

Please ask for: Geoff Sawyer
Direct line: 01278 427692
Email: procurement@bridgwater-tc.gov.uk
Date: 22nd March 2024

TITLE: Bridgwater Town Hall Theatre Auditorium Rostra & Seating (ref THARS) – March 2024

To whom it may concern,

FORMAL INVITATION TO TENDER FOR THE SUPPLY OF GOODS & SERVICES

Please refer to:

- a) Document Ref: THARS01 'Bridgwater Town Hall Theatre Auditorium Rostra & Seating ITT Project Information'
- b) Document Ref: THARS02 'Supporting Documents, Plans, & Specifications'
- c) Document Ref: THARS03 'Bridgwater Town Hall Theatre Auditorium Rostra & Seating Project Timeline'
- d) Document Ref: THARS04 'Application for Bridgwater Town Council Approved Supplier'
- e) Document Ref: THARS05 'Tenderer Declaration Form'
- f) Document Ref: THARS06 'Form of Tender'
- g) Document Ref: THARS07 'Pricing Schedule'
- h) Document Ref: THARS08 'Supplier Technical Questions & Answer Sheet'

Your tender submission, which is to be on a fixed price submission for the Bridgwater Town Theatre Auditorium Rostra & Seating 2024 is to be returned on Document Ref: THARS06 'Form of Tender' and in a sealed envelope marked 'Tender' to be submitted by **12noon on Friday 19th April 2024**.

The tender is to be signed by an authorised signatory for the company and all alterations or corrections must be initialised 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 Officer, Town Hall, High Street, Bridgwater, Somerset, TA6 3AS. All tenders will be opened at the same time by the Town Clerk and the Projects Officer in the presence of a Councillor.

You must submit the following documentation with your tender:

- 1) Any company accreditations, qualifications, and recognitions.
- 2) Evidence of your staff/team's competency and training records.
- 3) The details of your proposed Health & Safety documentation you will supply for this project should you be successful.
- 4) Example RAMS from a similar project.
- 5) A company arthrogram.
- 6) THARS04 'Application Form for the Bridgwater Town Council Approved Supplier'.



BRIDGWATER TOWN COUNCIL

Town Hall, High Street, Bridgwater TA6 3AS

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- 7) Insurance details and certificates as indicated in section C of THARS04.
- 8) THARS05 'Tenderer Declaration Form'.
- 9) THARS06 'Form of Tender'.
- 10) THARS07 'Pricing Schedule'.
- 11) THARS08 'Supplier Technical Questions & Answers Sheet'.

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 dark ink, appearing to read "Geoff Sawyer".

Geoff Sawyer

Projects Officer