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|  | ***Windlesham Parish Council***  Sarah Walker The Council Offices  Clerk to the Council The Avenue  Tel: 01276 471675 Lightwater  Email: sarah.walker@windleshampc.gov.uk Surrey  Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk) GU18 5RG |

**TENDER OPPORTUNITY**

Dear Sir / Madam,

I am writing to you to ask you to submit a fixed price tender for the production of 3 concept designs for a new community hub/pavilion to be situated at Lightwater Recreation Ground.

The recreation ground is located on Broadway Road, Lightwater behind All Saints Church and Church Hall. The design brief is detailed in the tender pack.

Tenders are to be returned in a plain securely sealed envelope marked Lightwater Recreation Ground Pavilion Project Tender to the Parish Clerk at the address above or may be submitted by email to the email address above. They must be returned to the Parish Clerk no later than 5pm on Monday 5th October 2020 for subsequent consideration by the Parish Council. The successful tenderer will be contacted within 1 week of the Council’s decision and a formal order and contract for the work will be drawn up. However, tenderers may be contacted before a decision is made if further information is required to clarify the submission. Please provide two references for a similar type of project you have completed.

The successful tenderer will be wholly liable for the completion of the work they have tendered for and for the quality of the work to be to the satisfaction of the Council.

In the event of any dispute between the Council and the Contractor(s) no payment will be made by the Council until the matter has been resolved.

If you have any questions regarding this package of work, please do not hesitate to contact the Clerk using the details given above. Should you wish to carry out a site visit please contact the Clerk beforehand.

Thank you in advance for your tender which we look forward to receiving.

Yours faithfully,



Sarah Walker

Parish Clerk and RFO – Windlesham Parish Council