



Gerald Honey Partnership

Lift • Escalator • Cradle Access System Consultants

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Our Ref: NM/wjd/C12714

By email

28th March 2019

TO WHOM IT MAY CONCERN

Dear Sirs

**Re: Dover Town Council, Maison Dieu House, Biggin Street, Dover, Kent CT16 1DW
Lift Refurbishment**

Your company has been invited to provide your FIXED PRICE tender bid for the partial refurbishment of the single hydraulic 2 stop passenger lift located within Maison Dieu House on behalf of Dover Town Council.

Works are predominantly the replacement of the main control panel, pump unit and door equipment with the existing lift car finishes being retained where specified.

The works are planned to be taking place between 24th July and 17th September 2019 as this is a quiet period for the building.

You will be required to make contact with the Town Treasurer, Diana Baldwin (01304 242625) to make arrangements for your site visit.

Please can you confirm that you will be providing your bona fide Tender Bid for the project upon receipt of the documentation.

Your tender submittal must be issued with all technical and financial sections being duly completed and signed by a Director of your company and returned within the tender period, with a return date of **no later than 2.00 pm on Wednesday, 24th April 2019**. Please be aware that if you submit your tender bid with a before 9.00 am postage on the day of the tender return, this may well likely be retained by the postal service as they may try and deliver before our offices are open. Therefore may I recommend that you use the before 1.00 pm service if returning on the deadline.

I look forward to receiving your tender bid in due course and in the meantime, if you have any technical queries before submitting your tender bid, please contact the undersigned.



I hope the above and attached meets to your approval and in the meantime if I can be of any further assistance, please do not hesitate to contact me.

Yours faithfully

Neil Merritt

Neil Merritt
Gerald Honey & Partners Ltd

Enc: Specification of Works (PDF format)
Tender return label

c.c. Diana Baldwin (diana.baldwin@dovertowncouncil.gov.uk)