

Ref: 4101565 – 2.8

ADDRESS OF CONTRACTOR

25th November 2020

Dear Sirs,

Council of the Isles of Scilly – Package of Works

Please find enclosed and attached the tender documentation inviting you to submit a bona fide tender for this project.

Tenders are to be returned, **not later than 16.00 on Monday 21st December 2020**. All submissions are to be submitted in a plain sealed envelope marked only with the contract reference number to: **The Chief Executive, Council of the Isles of Scilly, Town Hall, St Mary's, Isles of Scilly. TR21 0LW**. Quotations are expected to be held for 1 month from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

The information required to be submitted with your tender submission are as follows:

- Completed and signed forms of tender
- Completed response to the request for quotation form
- Completed Schedule of Works document, Preliminaries Template and Contingencies and Dayworks
- Completed Quality response

Please acknowledge receipt of the above tender documentation and your willingness to tender within 2 working days.

We look forward to your response.

Yours sincerely,



Isles of Scilly Procurement