

**SEND PARISH COUNCIL;
PROVISION & INSTALLATION OF NEW PLAY EQUIPMENT**

SECTION D: Checklist of Documents (for Tender Response)

Applicants must complete and return Sections A to D. Failure to provide all of the items in the checklist may cause your Tender to be non-compliant.

Appendix Section	Item	Included in Tender?
A	Site map and relevant Information	
B	Requirements of the provision of play area apparatus and installation.	
C	Cost Submission and Pricing Form; to be completed, signed and returned	
D	This Checklist of Documents; to be completed, signed and returned.	
E	Form of Tender, signed and returned	

All complete tenders containing the above documents to be submitted by email or in writing by 23.00 on 13th November 2023 to the Send Parish Council office. All Tenders must be clearly marked 'Maple Road Play-area Tender'. If sent by mail (or in person), these tenders should be submitted in a sealed envelope to the Parish Council and addressed to the Parish Clerk (at Send Parish Council, 28 Send Road, Send, Woking, Surrey, GU23 7ET)

I/We confirm understand that this checklist clarifies the completed documentation representing our tender offer to Send Parish Council (for the provision of this Play Equipment).

From:

Signed:

For and on behalf of:

Address:.....
.....
.....

Date: