



BLANDFORD FORUM TOWN COUNCIL

Our Ref: R&A18-19/WHG

Date: 8th February 2019

Dear Contractor,

Invitation to Tender for an Extension to Woodhouse Gardens Pavilion

Blandford Forum is a unique Georgian Market Town, as the centre was re-built after a series of disastrous fires, which completely destroyed the town in 1731. Over the centuries since then, the town has continued to expand, in particular to the north.

Blandford Forum Town Council is responsible for the pavilion within Woodhouse Gardens, which was passed to the Town by the Woodhouse family, and increased usage and public demand has led to the need for this extension to the well-used pavilion.

Blandford Forum Town Council invites tenders from any company, providing the criteria attached are met, using an open procedure as per Regulation 27 of the Public Contracts Regulations 2015.

The documents for the process are available on the Contracts Finder website (<https://www.contractsfinder.service.gov.uk/Search>) or on the Town Council's own website (www.blandfordforum-tc.gov.uk). Hard copies of the paperwork can be requested by emailing the Council's Town Clerk, Mrs Linda Scott-Giles at linda@blandfordforum-tc.gov.uk.

Enclosed are:	Section 1	Invitation to tender acknowledgement
	Section 2	Instructions and information on the tendering procedures
	Section 3	Information about your company
	Section 4	Technical Specifications
	Section 5	Project Estimate
	Section 6	Selection criteria
	Section 7	Declaration by the tenderer
	Section 8	Draft contract terms and conditions

Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender which must be delivered to the Town Council's offices by 12.00 Noon on Monday 18th March 2019 via email or in an envelope marked for my attention and notated as containing a tender for Woodhouse Gardens Pavilion Extension.

If you do not wish to submit a tender, as part of our internal procedures it would be helpful for us to know your reasons for not tendering. You may wish to use the space provided in the Tender Acknowledgement document or enclose a separate letter which can be returned via email or post.

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

Please contact me if you have any questions about the tendering procedure, but please note the arrangements in the enclosed instructions (Section 2) for providing you with further information or clarification of the service requirement.

If you have any questions or would like to arrange a meeting on site, please email me at linda@blandfordforum-tc.gov.uk or telephone 01258 454500.

Yours Sincerely



Mrs Linda Scott-Giles
Town Clerk

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