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(Open Tender)**

Castleham Business Centre (East)  
22 Stirling Road  
St Leonards-On-Sea  
East Sussex  
TN38 9NP

01424 855 887  
admin@bladeconsulting.co.uk  
www.bladeconsulting.co.uk



24<sup>th</sup> January 2020

Dear Sirs,

**Invitation to Tender: The Almonry, High Street, Battle, East Sussex, TN33 0EA**

On behalf of Battle Town Council we invite you to tender for the planned refurbishment and alteration construction works at the above property. The tender documents have been uploaded to the Government Portal to contain the following sections / documents:

Invitation Cover letter dated 24th January 2020  
Schedule of Tender Documents SOTD / TA / 2018  
SECTION A - General Headline Documents  
SECTION B – Preliminaries and General Conditions  
SECTION C – Health and Safety  
SECTION D – Drawings and Specifications  
SECTION E – Tender Pricing Schedule  
SECTION F – Other Information (Surveys, reports, photos)

We request that the requirements set out within the instructions to tenderers contained within the tender documentation are followed and fully complied with as part of your tender submission.

We trust that we have provided you with sufficient information to allow you tender for the works and would appreciate any queries being raised at the earliest opportunity.

Please can you confirm receipt of this invitation to tender by return and confirm that you will be submitting a tender in accordance with the instructions to tenderers by the stipulated return date of on or before **12 Noon Monday 02<sup>nd</sup> March 2020.**

Should you have any queries or if any information is missing from the files please do not hesitate to contact us and we will gladly assist.

Yours Faithfully,



Darren Dangerfield  
**Director**  
For and on behalf of Blade Consulting Ltd