Question and answers 1

**Q1): No place to upload documents on the portal.**

**ANSWER**: contracts-finder do not provide this service all Tenders should be place in a ZIP file and Passworded. Zip file should go to [finance@southboroughcouncil.co.uk](mailto:finance@southboroughcouncil.co.uk) Password should be emailed to [clerk@southboroughcouncil.co.uk](mailto:clerk@southboroughcouncil.co.uk)

**Q2):Clarification of TUPE and potential transfer of staff.**

**ANSWER:** Submissions should be made on basis that there are no staff to be transferred under TUPE.

**Q3): Is there an asset list.**

**ANSWER:** Supplementary Asset list and Accommodation Schedule added.

**Q4):** **Request for a copy of the council’s environmental policy.**

**ANSWER:** Copy uploaded on the portal.