3rd July 2024

Reference: Invitation to Tender, reference APC-FR-25

Dear whom it may concern,

On behalf of Acle Parish Council, I would like to invite you to Tender for a new project based at the Fletcher Room, Fletcher Way, Acle. In the first instance, please respond with your interest to tender as soon as possible. Tender documentation and the Invitation to Tender will be via the tender portal at [www.gov.uk/find-tender](http://www.gov.uk/find-tender).

I have provided a brief overview for the project and works required below, please review and email me on [aclepcassistantclerk@gmail.com](mailto:aclepcassistantclerk@gmail.com) if you would like to submit a formal Tender for the project.

**Brief Overview of Project:**

Design and Construction Works for the Fletcher Room, Fletcher Way, Acle. Contractors will also be required to complete demolition and removal of the current building, external landscaping and connection of services as part of the project and quotation submitted. This can be sub-contracted if required by the applicant, all sub-contractors should be employed by the main contractor. Form of contract will be a standard JCT Design and Build.

Planning permission has not been obtained yet. Once designs are agreed on, Acle Parish Council will apply for planning permission, with assistance from our planning consultant, from Broadland District Council.

Tenderers should hold a minimum of £1 million public liability and £10 million of employers liability insurance. Full requirements are further specified in the Invitation to Tender pack, should you wish to proceed with a formal tender bid. This will need to be returned within 21 days.

I look forward to hearing from you soon. If you have any questions or would like to discuss anything further, please do not hesitate to contact me.

**Kind Regards,**

Kristina Smyth

Assistant Clerk

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