

**INVITATION TO TENDER LETTER**

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| ***Date: 3rd August 2021*** |

Dear ,

**Invitation to Tender**

**Cemetery Chapel Roof including new installation of New Steel Tie Bars and Wall Plate improvements**

1 Your organisation along with others are invited to tender for installation of structural tie bars and a new roof at Diss Cemetery Chapel, to the specification outlined in the following documents.

 Document 1 Instructions and information on the tendering procedures.

 Document 2 Specification of the Requirement for completion of roof.

 Document 3 Drawing of Cemetery Chapel and pictures of the site.

 Document 4 Cemetery roof pictures.

 Document 5 Structural Engineer Drawings and specifications for Steel Tie Bars and improvements to wall plates.

 Document 6 Structural engineer calculations

2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.

3 Your tender must be received by Robert Ludkin via post and email on Robert.Ludkin@diss.gov.uk no later than 5 pm on the 6th September 2021. Late tenders will **not** be considered.

4 If having read the enclosed specification you decide not to submit a tender, I would be grateful if you could send your reasons (though you are under no obligation to do so) to Robert.Ludkin@Diss.gov.uk, at the above address marked 'No Tender'.

I look forward to your response.

Yours sincerely



Robert Ludkin

Maintenance Manager

Robert.Ludkin@diss.gov.uk