TOWN AND CINQUE PORT OF HYTHE

Hythe Town Council

Oaklands, Stade Street, Hythe, CT21 6BG

[www.Hythe-tc.gov.uk](http://www.hythetc.kentparishes.gov.uk)

Clerk@hythe-tc.gov.uk

01303 266152

23 August 2024

Dear Contractor

**Museum’s John Button Room Contract – Davis Oaklands Charitable Trust (DOCT)**

Please find enclosed the information pack in response to your expression of interest.

**Prior to the submission of any tender you will be expected as part of the whole procedure to attend a site visit with Council staff/the Curator/Trustees to inspect the site involved and run through the required elements of the contract.**

Please contact the office to make arrangements for a mutually convenient date and time.

As part of the tender process, contractors will be requested to submit x2 business references and substantiate their ability to undertake the various aspects of the functions which are required to be undertaken under this contract.

All contractors will have to submit Risk Assessments, carry a minimum of £5m public liability as well as all other insurances in respect of products liability and employer’s liability as well as submitting their own Health and Safety Policy and agreeing to abide by Hythe Town Council’s Health and Safety Policy – which is available on the Town Council’s website.

Should you decide to proceed with tendering please ensure that you use the tender envelopes which are provided for the submission of your price and ensure that it is submitted by the due date – 30 September 2024 midnight.

Following the submission deadline members of the Davis Charitable Trust will meet to decidev upon the successful tender. The process will include a presentation via the use of a communication platform.

I look forward to hearing from you.

Kind Regards

Julie Abbott

Town Clerk & Responsible Financial Officer