

[Contractors address]

29th July 2024

Dear Sirs

Buildings of Historical interest - Main Roof Repairs to Regal Theatre, 49 Teme St, Tenbury Wells, WR15 8AE

We are authorised on behalf of the Employer to invite proposals for a tender at the above property. This invitation to tender is strictly in accordance with the requirements of the Ionic Surveying Consultants Limited Contract documentation and our standard tender procedures. All contractors are required to visit the property and must contact the contract administrator as soon as possible upon receipt of this letter to make arrangements. The visit itself must take place within 14 working days of the date of this letter.

Please find enclosed one copy of the following documents for your attention:

Form of Tender;

Certificate of Non Collusion;

Confidentiality undertaking;

Modern slavery declaration;

Pre- Construction Information;

Roof Plan;

Schedule of Works;

You are required to confirm receipt of these documents and your intention to submit a proposal by contacting Tenbury Town Council via email (we no longer accept fax confirmations) at clerk@tenburytown.org.uk.

The completed Form of Tender complete with the Certificate of non-collusion, the Confidentiality undertaking and the Modern slavery declaration are to be returned no later than 12 noon on 30th August 2024 by email to clerk@tenburytown.org.uk clearly marked as "Tender Return for Buildings of Historical interest - Main Roof Repairs to Regal Theatre, 49 Teme St, Tenbury Wells, WR15 8AE."

If a tenderer considers that the tender documentation is deficient in any respect, confirmation should be sought from Ionic Surveying Consultants Limited within the first 5 working days of the tender period. If any contractor has an exceptional reason for requesting an extension of time, this may be granted by Ionic Surveying Consultants Limited and all other contractors will then be advised. Any queries raised by contractors and Ionic Surveying Consultants Limited's reply will be communicated to all contractors.

If you have any queries, please do not hesitate to contact the Ionic Surveying Consultants Limited or email on paul@ionicsurveying.co.uk clearly marked "Enquiry Re-Tender for Buildings of Historical interest - Main Roof Repairs to Regal Theatre, 49 Teme St, Tenbury Wells, WR15 8AE"

If you are unable to submit a tender, in accordance with the above, please contact Ionic Surveying Consultants by phone or via return email immediately.

We look forward to receiving your proposal.

Yours faithfully

For Ionic Surveying Consultants Limited