



## NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

Tel: 01952 814338 ✉ [enquiries@newportshropshire-tc.gov.uk](mailto:enquiries@newportshropshire-tc.gov.uk)

15<sup>th</sup> December 2021

To Whom it May Concern

### **Newport Town Council Christmas Lighting Contract**

Newport Town Council are pleased to inform you that you have been invited to submit a tender for the above contract and, accordingly, I attach the following documentation:

Contract Specification

Anchor Points Location & testing sheet 2021

Currently owned infrastructure sheet

Plan of the High Street & highlighted areas for display

Map of power points

References Form

Tender Form

Contractors are to post their submission in a sealed envelope (bearing no mark of the company on the outside of the envelope) to:

Christmas Lighting Tender  
C/o Mrs Louise Tunks  
Newport Town Council  
The Guildhall  
High Street  
Newport  
Shropshire  
TF10 7AR

By 12 noon Monday 21<sup>st</sup> February 2022

Your tender submission must comprise the following information:

- Proposal of lighting scheme/ schemes
- A covering letter stating you agree to execute the works referred to in the Contract Specification and General Terms of Contract.
- Completed references form along with examples of work
- Completed Form of Tender

If you require any further information and a site visit, please call the office between 10 am – 3 pm Monday to Friday to arrange an appointment.

Yours sincerely

Louise Tunks  
Deputy Town Clerk