



**THAME**  
Town Council

Town Hall, High Street, Thame, OX9 3DP  
W: [www.thametowncouncil.gov.uk](http://www.thametowncouncil.gov.uk)  
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Tel: 01844 212833  
Graham Hunt, Town Clerk & RFO

17 April 2019

Dear Sirs,

**Invitation to Tender (ITT) to Supply a Managed Service for Christmas Lighting**

**December 2019 – January 2024**

Thame Town Council invites tenders for the provision of the above.

Please find attached relevant information which will assist you with regard to your submission.

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.

Tender documents must be returned in a sealed envelope, clearly marked with the following:

“Tender – Christmas Lighting” and addressed to the Town Clerk, Thame Town Council, Town Hall, High Street, Thame, Oxon, OX9 3DP.

Your tender must be received no later than **4pm on Friday 24 May 2019**. Late tenders will **not** be considered.

Please contact me if you have any questions about the tendering procedure or require further clarification. The attached also contains details for providing you with further information of the Council's requirement.

I look forward to your response.

Yours faithfully

**Janine Sparrowhawk**  
**Asset Manager**