

HUGHENDEN PARISH COUNCIL; INVITATION TO TENDER PROVISION OF GROUNDS MAINTENANCE; 2023-24

Section G: Checklist of Documents (for Tender Response).

Applicants must complete and return appendices' Sections D to G. Failure to provide all of the items in the checklist may cause your Tender to be non-compliant.

Appendix Section	Item	Included in Tender?
D	Cost Submission Form; to be completed, signed and returned.	
E	Pre-Qualification Questionnaire; to be completed, signed and returned.	
F	Form of Tender; to be completed, signed and returned.	
G	This Checklist of Documents; to be completed, signed and returned.	

All complete tenders containing the above documents to be submitted by email or in writing by 12.00 noon on 3rd February 2023 to the Parish Council office. No additional information should be submitted or will be considered.

All Tenders must be clearly marked 'Hughenden Grounds Maintenance Contract Tender'. If sent by mail (or in person), these tenders should be submitted in a sealed envelope to the Parish Council and addressed to the Parish Clerk (at Hughenden Parish Council, Council Office, The Common, Great Kingshill, High Wycombe, Bucks, HP15 6EN).

I/We confirm understand that this checklist clarifies the completed documentation representing our tender offer to Hughenden Parish Council (for the provision of this Grounds Maintenance ITT).

From:

Signed:

For and on behalf of:

Address:

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Date: