

To Whom it may concern

Dear Sir/Madam

Maintenance Facility – St Michaels Recreation Ground Tenterden Kent – JCT Minor Works with Contractors Design (CDP Mechanical and Electrical and Structural Frame Design)

On behalf of Tenterden Town Council you are invited to submit a tender for the above works in accordance with the following documents:-

- 1) The GPM2 Design Limited document incorporating Preliminaries, Pre Construction Information, Tender Drawings (Architectural Civil and Structural), Construction Notes, Planning Information and Reference Specification.
- 2) Tender Instructions.
- 3) The Form of tender.

Your tender should be returned no later than 12 Noon on Wednesday 20th November 2019. The “Form of Tender” must be completed, other documents to be provided with the tender are detailed below. In order to properly assess the validity of the tenders, the exclusion of this information may invalidate your tender.

Form of Tender

Tender Price Breakdown (Preliminaries, Works, Etc)

Company Documents

Public Liability and Employers Insurances

Professional Indemnity Insurance

Environmental Policy

Health and Safety Policy

Equal Opportunities policy

Risk Management policy

The site is a public open space and is available to visit at any time.

Please acknowledge receipt of this letter and enclosures by e mail notification to chrischambers@gpm2.co.uk.

Upon receipt the client will accept this document as confirmation that you are able to submit a tender in accordance with the instructions provided.

Yours faithfully,



Chris Chambers Dip Surv MRICS C Build E MCABE MCIAT
Managing Director