

The Council House, Avenue Road, Malvern, Worcs. WR14 3AF

06<sup>th</sup> March 2020

Dear Sir/ Madam

**INVITATION TO TENDER**  
**PROPOSED SINGLE STOREY PAVILION & ASSOCIATED CAR/CYCLE PARKING**  
**AT**  
**POWICK PLAYING FIELDS, HAMILTON CLOSE, POWICK WR2 4NH**

You are invited to submit a 'FIRM PRICE' Tender for the above works.

I enclose herewith, the following documents:

1. Tender Document including evaluation
2. Proposed Drawings & schedule
3. Carpark specification & drawings
4. Planning Permission
5. Planning Discharge Letter
6. Tree Survey
7. Ground investigation report

Your tenders, made out on the forms provided along with all supporting information, should be sent in via We Transfer no later than **12pm Tuesday 14<sup>th</sup> April 2020.**

Confirmation of your participation in the tender should be sent over no later than 20<sup>th</sup> March 2020 with a mandatory site visit to take place between the 17<sup>th</sup> March – 28<sup>th</sup> March 2020.

If, during the pricing of the documents you find any items upon which you would like further information, would you kindly email [jason.yarwood@malvernhills.gov.uk](mailto:jason.yarwood@malvernhills.gov.uk). A schedule of the points concerned should be sent no later than **Monday 2<sup>nd</sup> April 2020** to the above email address so that a complete list of all queries raised, together with the answers given, will be sent to all Contractors tendering.

With regards to the return of your Tender, if this is done through the post, please allow sufficient time to enable your tender to be received by the deadline date. No late tenders will be admitted. If you decide to submit your tender by hand to the Address on the endorse envelope, it is important that you obtain a written receipt of your tender.

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Chief Executive: **Jack Hegarty**

Tel: 01684 862151 Fax: 01684 862367

DX: 17608 Malvern

## **Estates & Property Services**

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Tenders will be evaluated on the basis of the Most Economically Advantageous Tender (MEAT) against evaluation criteria based on price and quality of service.

In accordance with the Council's tendering procedure, unsuccessful tenderers will be supplied with a complete list of tender figures. Contractors whose tenders are to receive no further consideration will be advised as soon as possible.

Tenders must remain open for acceptance for a six month period and the Parish Council will not be bound to accept the lowest or any tender or to refund any monies or expenses incurred in tendering.

Yours faithfully,



Jason Yarwood  
Building Surveyor  
Tel: 01684 862179  
E mail [jason.yarwood@malvernhills.gov.uk](mailto:jason.yarwood@malvernhills.gov.uk)

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