

For the attention of  
Tendering Contractor

Please reply to: Birmingham & Midlands Office

Our ref: 6541/am/PQ – ITT letter

Your ref:

Date: 24<sup>th</sup> November 2023

Dear Sirs,

**Project: 6541 Car Park Extension  
at Harbury Queen Elizabeth II Playing Fields, Constance Drive, Harbury, CV33 9JA  
Invitation to Tender**

On behalf of our clients, Harbury Parish Council (HPC), we are pleased to invite you to submit a Fixed Price Tender, for the Works described in the Pricing Schedule, accompanying drawings and information.

The following Invitation to Tender documents are enclosed:

- Part A - Invitation to Tender and Instructions to Tenderers
- Part B – Supplier Information and Form of Tender
- Part C – The Contract (JCT 2016 Minor Works)
- Part D – Contract Amendements
- Part E – Pricing Schedule
- Part F – Pre-Construction Information
- Appendix 1 – Existing Survey Information (Topographical, Utilities & Geotechnical)
- Appendix 2 – Architectural Drawings – ACC Limited
- Appendix 3 – Specifications
- Appendix 4 – Harbury Parish Council Standing Orders 2018 (Revised 2020).

Your tender should be returned to The Clerk to The Council, Harbury Parish Council, Unit 2 Bull Ring Business Centre, Harbury CV33 9HL by email only to [clerk@harbury-pc.gov.uk](mailto:clerk@harbury-pc.gov.uk) in accordance with tender requirements, no later than **17.00 hours on 13<sup>th</sup> December 2023**.

Your tender must incorporate a fully costed Pricing Schedule, the enclosed Supplier Information and Tender Forms and all other documentation requested by the Council.

Access to the Harbury Queen Elizabeth II Playing Fields site is available any time during daylight hours.

All enquiries and requests for accompanied site visits should be addressed to Paul Quinney ([paul.quinney@allen.uk.com](mailto:paul.quinney@allen.uk.com)) at Allen Construction Consultancy Limited's Birmingham & Midlands Office by no later than 17.00 on Wednesday 6<sup>th</sup> December 2023 so that relevant information can be issued to all tendering parties.

Yours sincerely



**Paul Quinney** BSc MRICS MAPM MIOD CEnv  
**Director & Project Manager**  
for **Allen Construction Consultancy Limited**

**Birmingham & Midlands**

Highlands House, Highlands Road, Shirley,  
Solihull, West Midlands B90 4ND  
t 0121 765 2900

**Bridgwater & West**

Unit 3, Condor Quay, East Quay,  
Bridgwater, TA6 4DB  
t 01278 445529

e [info@allen.uk.com](mailto:info@allen.uk.com) w [www.allen.uk.com](http://www.allen.uk.com)

**Allen Construction Consultancy Ltd.** Registered at: Goodwood House / Blackbrook Park Avenue / Taunton / Somerset TA1 2PX No. 7095163

