

TORPOINT TOWN COUNCIL
1-3 Buller Road, Torpoint, Cornwall PL11 2LD

Telephone - 01752 814165

adminassistant@torpointtowncouncil.gov.uk

www.torpointtowncouncil.gov.uk

Town Clerk – Mrs Milly Southworth

INVITATION TO TENDER

6th January 2021

Dear Sirs

Supply and installation of Tennis Court Fencing, Thanckes Park, Torpoint, Cornwall

BRIEF DESCRIPTION

The Town Council is seeking quotations from suitably qualified contractors to undertake the removal of existing tennis court fencing and the supply and installation of replacement fencing at the tennis courts, Thanckes Park, Torpoint, Cornwall, plus the disposal of all waste from site.

RETURN DATE/VALIDITY

For your tender to be considered it must be: -

- Returned to the Town Clerk & RFO by **midday on Tuesday 2nd February 2021** and should remain valid for acceptance for ninety days.
- Your tender should be submitted in the format as detailed in Annex C. **Failure to provide a tender in compliance with the above may result in the tender being rejected.**

QUALITY

The requirements as detailed within the Scope of Requirements at Annex A shall apply. You are required to state any Quality Assurance/Trade Body Certification you may hold, both now and expect to hold at Contract award.

PROGRAMME

The programme of works is detailed within the Scope of Works Annex A. However, the following is noted:

- It is anticipated this contract will be awarded by Torpoint Town Council at the Council meeting to be held on Thursday 18th February 2021 (assuming the tennis courts have been devolved from Cornwall Council – expected completion 11/01/21).

TENDER DELIVERABLES

You are requested to provide the deliverables detailed within the Scope of Requirements, Annex A and Form of Tender Response, as per Annex C; Annex D details the Terms of Tender.

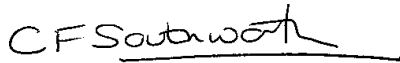
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AUTHORISATION OF WORK

You are requested to note that this document is an Invitation to tender only and does not constitute authority to carry out work. Any subsequent Contract for work, including any additional work, may only be authorised by an Officer of Torpoint Town Council, in writing. Torpoint Town Council will not be liable to pay for any work undertaken without such authorisation.

If you have any queries about this Invitation to tender, please contact the undersigned.

Yours faithfully

A handwritten signature in black ink that reads "C.F. Southworth".

Milly Southworth

Town Clerk & RFO

Torpoint Town Council

1-3 Buller Road

Torpoint

PL11 2LD

01752 814165

Email: admin@torpointtowncouncil.gov.uk

Enclosures:

Annex A - Scope of Requirements: Supply and installation of Tennis Court Fencing, Thanckes Park Torpoint, Cornwall.

Annex B – Tennis Courts, Location Map, Torpoint, Cornwall

Annex C – Form of Tender Response

Annex D - Terms of Tender