



**TORPOINT TOWN COUNCIL**  
1-3 Buller Road, Torpoint, Cornwall PL11 2LD  
Telephone - 01752 814165  
[adminassistant@torpointtowncouncil.gov.uk](mailto:adminassistant@torpointtowncouncil.gov.uk)  
[www.torpointtowncouncil.gov.uk](http://www.torpointtowncouncil.gov.uk)

**Town Clerk – Mrs Milly Southworth**

## **INVITATION TO TENDER**

28<sup>th</sup> January 2021

Dear Sirs

### **Repairs and Renovation Works to the Ellis Monument, Sparrow Park, Fore Street, Torpoint, PL11 2AA**

#### **BRIEF DESCRIPTION**

The Town Council is seeking quotations from suitably qualified contractors to undertake masonry renovation works to the Ellis Monument located in Sparrow Park.

#### **RETURN DATE/VALIDITY**

For your tender to be considered it must be: -

- Returned to the Town Clerk & RFO by **midday on Wednesday 24<sup>th</sup> 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 18<sup>th</sup> March 2021 and will then be subject to securing Cornwall Council planning approval for Listed Buildings consent. Once Listed Buildings consent has been given, works will be authorised to proceed.

#### **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 'CFSouthworth' with a horizontal line underneath.

**Milly Southworth**  
**Town Clerk & RFO**  
Torpoint Town Council  
1-3 Buller Road  
Torpoint  
PL11 2LD  
01752 814165  
Email: [admin@torpointtowncouncil.gov.uk](mailto:admin@torpointtowncouncil.gov.uk)

**Enclosures:**

- Annex A - Scope of Requirements:
- Annex B – Location Map, Sparrow Park, Torpoint, Cornwall
- Annex C – Form of Tender Response
- Annex D - Terms of Tender