



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

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[www.torpointtowncouncil.gov.uk](http://www.torpointtowncouncil.gov.uk)

**Town Clerk – Mrs Milly Southworth**

## **INVITATION TO TENDER**

21<sup>st</sup> July 2021

Via email

Dear Sirs

### **Preparation of Heritage Assessment of the draft Neighbourhood Development Plan.**

#### **BRIEF DESCRIPTION**

The Town Council is seeking quotations to undertake the preparation of a Heritage Assessment of the draft Neighbourhood Development Plan.

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

For your tender to be considered it must be: -

- Returned to the Town Clerk & RFO by **midday on Friday 13<sup>th</sup> August 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 19<sup>th</sup> August 2021.

#### **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.

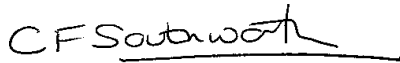
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**AUTHORISATION OF WORK**

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



**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: The Town Council is seeking quotations to undertake the preparation of a Heritage Assessment of the draft Neighbourhood Development Plan.

Annex B – Designated Neighbourhood Area

Annex C – Form of Tender Response

Annex D - Terms of Tender