



Tavistock Town Council

Working for the local community

Town Council Offices
Drake Road Tavistock
Devon PL19 0AU

Tel: 01822 613529
Fax: 01822 618300
E-mail: office@tavistock.gov.uk
Website: www.tavistock.gov.uk

To all tenderers

Dear Sir/Madam,

Masonry Façade and Mayors Parlour Roof repairs to Tavistock Town Hall, Bedford Square, Tavistock

Tavistock Town Council is seeking quotes from suitably experienced and qualified contractors to undertake external masonry repairs to the facades of the Town Hall sat within the Bedford Square in the Town, as well as roof repairs and upgrading to the Southern pitched roof.

These works are described and detailed in the accompanying Architects' drawings and specification (as referred to in the Schedule of Works)

Should you wish to competitively tender for these works, you must submit a tender enclosing the following documents:

- (a) Notice to Tenderers
- (b) Technical return document
- (c) Price return document (Form of Tender)
- (d) Schedule of Works
- (e) Pre-construction Information

The contract period will run from strictly June 2023 until a date to be agreed within the Summer months of 2023.

Where an alternative contract option/period is recommended, please provide details separately along with the rationale behind the recommendation as this will be reviewed independently.

You should provide evidence of your quality assurance documentation which will demonstrate your experience in similar previous projects and so how you will provide best value for the Town Council.

You should also provide a copy of your Professional Indemnity Insurance documentation along with proof of your sector specific portfolio.

Your tender will be assessed on both your technical return (40%) and price return (60%). The contract will be awarded on best value in relation to both elements and not necessarily the lowest price.

The completed tender documents and all attachments should be returned, in an endorsed envelope with the wording 'TENDER TAVISTOCK TOWN HALL', **to arrive no later than 12pm noon on Friday 31st March 2023 to Tavistock Town Council Offices, Drake Road, Tavistock, Devon, PL19 0AU. The envelope should bear no names or marks to indicate the sender.**

Telephone or fax or e-mail tenders will not be accepted.

Please check that you have received all the documents.

If you are intending to tender, please can you confirm so by the end of March 2023 to the following email address lesley.reeves@tavistock.gov.uk

Please note prospective tenderers are prohibited from contacting staff or councillors to canvass or encourage support for their tender outside of the prescribed process.

Yours faithfully,



Wayne Southall MBA (Open) BEng (Hons) Dip NEBOSH
General Manager