



Town Council Offices
Drake Road Tavistock
Devon PL19 0AU

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

To all tenderers

Dear Sir/Madam,

TAVISTOCK MUSEUM STRUCTURAL REPAIRS AND REFURBISHMENT WORKS

Tavistock Town Council is seeking tender submissions from suitably experienced and qualified contractors to undertake replacement of existing structural beams and lintols affected by dry rot, as well as dry rot treatment of affected areas, plus associated works as per A13 120.

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 July 2023 with completing by the end of September 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 MUSEUM', **to arrive no later than 12pm noon on Monday 15th May 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 April 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