



Tavistock Town Council

Working for the local community

Town Council Offices
Drake Road
Tavistock
Devon
PL19 0AU

Tel: 01822 613529
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Website www.tavistock.gov.uk

8 May 2019

Dear Sir or Madam,

Tavistock Guildhall Gateway Project

Further to your expression of interest in entering for the above works Tavistock Town Council invites you to submit your tender as follows:

Tenderers are required to submit jointly a Technical and Financial Submission. The overall tender is to be returned in one large envelope and each of the Technical and Financial Submissions in separate envelopes within the main envelope. *Please also enclose a memory stick (or CD) with the copies of Technical and Financial Submissions.*

The Technical Submission must be enclosed in the envelope bearing the label '**TECHNICAL SUBMISSION – TAVISTOCK GUILDHALL GATEWAY PROJECT**'.

The Financial Submission must be enclosed in the envelope bearing the label '**FINANCIAL SUBMISSION – TAVISTOCK GUILDHALL GATEWAY PROJECT**'.

The tender should be returned, using the address below, to arrive no later than **12 noon on Monday 17 June 2019**.

DO NOT OPEN – TENDER FOR TAVISTOCK GUILDHALL GATEWAY PROJECT

The Proper Officer
Tavistock Town Council
Council Offices
Drake Road
TAVISTOCK
Devon
PL19 0AU

Tenders received via email tenders will not be accepted.

Yours faithfully,

Jacqui Orange
Community & Compliance Officer
cc. Wayne Southall, General Manager