6 April 2022

Dear Sir / Madam

**Haslemere Town Council Invitation to tender for the provision of the supply, erection, and installation of a public toilet facility at Lion Green, Haslemere**

You are hereby invited by Haslemere Town Council/Thank you for your email expressing your interest in tendering for the provision of the supply, erection and installation of a public toilet facility specified in the enclosed set of documents.

**Additional Information**

1. The Council is seeking a fixed-price contract to cover all details outlined in the specifications.
2. Our preference would be that you also submit the planning documentation as part of the contract.
3. The enclosed envelopes must be used when submitting a tender.
4. All tenders must be received at the Town Hall no later than **12pm on Monday 30th May 2022.** It is the responsibility of all Tenderers to ensure that their tender is delivered not later than the appointed time. The Authority will not consider tenders received after that time.
5. The Authority is not bound to accept the lowest priced or any tender and shall not be bound to accept the Contractor as a sole supplier.
6. Awarding of the contract will take place as soon as possible after the closing date.

Correspondence or enquiries connected with the tender which require attention before the date outlined above, or communication stating that no tender will be submitted, should be sent to the Town Clerk on the details below.

Please acknowledge receipt of this Invitation to Tender confirming your intention to submit a tender as requested by 5pm on Monday 16th May 2022.

Yours faithfully



Lisa O’Sullivan

**Town Clerk**

Email: [town.clerk@haslemeretc.org](mailto:town.clerk@haslemeretc.org)