



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey, GU27 2HG  
01428 654305 · [www.haslemeretc.org](http://www.haslemeretc.org)

16th February 2024

Dear Sir / Madam,

## HASLEMERE TOWN COUNCIL – INVITATION TO TENDER FOR IT SUPPORT SERVICES

I am writing on behalf of Haslemere Town Council to invite you to tender for the provision of the IT support services specified in the enclosed IT Support Specification.

### Additional Information

- a. We will not accept tenders for part of the contract, ie. website only.
- b. The awarded contract will cover a four-year period; 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2028.
- c. The Council is seeking a fixed-price contract to cover all details outlined in the specifications.
- d. There may be times when additional work is required which would not be covered by the enclosed specifications. The Council therefore requests that you provide a schedule of charges, for any work which falls outside the scope.
- e. The tender must be delivered as a **hard copy** to the Town Hall in the envelope provided. You may also follow up with an email copy, but this should be in addition to your hard copy submission.
- f. All tenders must be received at the Town Hall no later than **9am on Friday 4<sup>th</sup> March 2024**. It is the responsibility of all Tenderers to ensure that their tender is delivered not later than the appointed time. The Council will not consider tenders received after that time.
- g. The Council is not bound to accept the lowest priced tender.
- h. 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 should be sent to the Town Clerk on the details below.

Yours faithfully

Mrs Lisa O'Sullivan  
**Town Clerk**  
**Haslemere Town Council**  
**[town.clerk@haslemeretc.org](mailto:town.clerk@haslemeretc.org)**