

13<sup>th</sup> September 2023

Our Ref: BSS161/sb001

To Whom it may Concern

Dear Sirs,

**RE: Reinstatement of Permeable Access Road & Associated Ancillary Works at Phillimore Allotments, Radlett**

Further to your acceptance to provide a tender for the above we now have pleasure in enclosing one copy of the tender documents in the Dropbox Link below comprising the following:

1. Part 1 Tender Document comprising Project Preliminaries
2. Part 2 Tender Sum Analysis
3. Part 3 Form of Tender / Bona Fide Tender
4. Appendix A Tender Drawings & Specifications
5. Appendix B Tender Evaluation Matrix

The above documentation can be downloaded from the following WE transfer link valid for the next 7 days:

<https://we.tl/t-qzZ3NJ7OcT>

We would draw your attention to the correct and full completion of the Tender Sum Analysis & Form of Tender. Failure to do so may result in an invalid tender, as detailed in the preliminaries.

We also request as part of your tender submission information on how you would manage the project and your approach to matters as identified within Table 2 of the Tender Evaluation matrix together with insurance details.

Please note that two alternative tenders are required, firstly based on a 6 week programme as specified, and an alternative based on the contractor's preferred programme if applicable. Please can you also confirm your availability to commence works if you are successful on the date specified within the preliminaries.

Please contact ourselves in the first instance to arrange to carry out an inspection of the project site. **On no account can site visits be undertaken without prior arrangement and attendance without the Parish Council.** Queries relating to the tender documents should be directed to ourselves in the first instance.

Your completed Tender Sum Analysis, preliminaries, Form of Tender and Appendix B Non-Financial Criteria are to be e mailed to [admin@beaconps.co.uk](mailto:admin@beaconps.co.uk) no later than **12 Noon Thursday 12<sup>th</sup> October 2023.**

Will you please acknowledge receipt of this letter and enclosures and confirm that you are able to submit a tender in accordance with these instructions.

Yours faithfully,



Stephen Baker MRICS, MAPM  
**Senior Quantity Surveyor**

**For and on behalf of Beacon Surveying Services Ltd**

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Aldenham Parish Council