

Deanshanger Parish Council

3 Hayes Road, Deanshanger, MK19 6HP Tel: 01908 566373

Email: clerk@deanshangerpc.com

Website: www.deanshangerparishcouncil.org.uk

Dear

**INVITATION TO TENDER (ITT) for:
Grass Cutting & General Maintenance for the village of Deanshanger**

Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:

- Document 1 Instructions and information on the tendering procedures.
- Document 2 Specification of the Requirement.
- Document 3 Maps/Plans
- Document 4 Declaration and information to be provided by tenderer.

Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.

All contractors are expected to inspect and walk through the village to satisfy themselves of the extent of the work to be done before quoting.

2 copies of your tender must be received by Deanshanger Parish Council (DPC) at the above address no later than 5pm on the 24th January 2020. Late tenders will **not** be considered.

If having read the enclosed specification you decide not to submit a tender, I would be grateful if could send your reasons (though you are under no obligation to do so) to Teresa Floyd, at the above address marked 'No Tender'.

Please contact me if you have any questions about the tendering procedure. The enclosed Document 1 also contains details for providing you with further information or clarification of DPC's requirement.

I look forward to your response.

Yours sincerely

Teresa Floyd- Clerk to the Parish Council