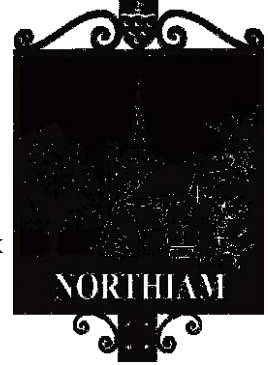


Northiam Parish Council

Parish Office, Village Club, Main Street,
Northiam, East Sussex TN31 6LP

01797 253990

clerk@northiamparishcouncil.gov.uk
www.northiamparishcouncil.gov.uk



Dear Contractor

New Playground Equipment

On behalf of Northiam Parish Council, I am writing to you to submit a tender for the supply and installation of equipment within the current play area which enhances the existing equipment on the play area found on Northiam Parish Recreation.

Please read all of the documents attached, these documents plus your tender and any changes agreed will collectively form the contract.

Tenders to include

- 1) A summary or overview of the equipment proposed and the benefits that selecting these pieces of equipment will bring to the play area, to improve opportunities for imaginary play, interaction with others, communication, physical co-ordination and a sense of achievement.
- 2) All product guarantees and installation guarantees
- 3) All installers insurance cover to include public Liability, product theft or product damage during installation to ensure no cost to Northiam Parish Council
- 4) Costs shown should be shown as both net of vat and including vat.
- 5) Each piece of equipment to be quoted for separately and the relevant safety surface to be quoted separately.

Conditions of Contract

- 1) Any requirement for a safety inspection of the installation is to be included within the price.
- 2) 30% of the fee will be held back till after the work has been completed to our satisfaction.
- 3) Your tender will remain open for a minimum of 120 calendar days following the tender deadline.

Should you have any queries please email me. All enquiries should be made in writing. Responses provided will also be advised to all contractors invited to tender to ensure a level playing field.

Tenders should be returned no later than 5pm on Friday **?????** and should be sent to the Parish Clerk, at the address above or by email to clerk@northiamparishcouncil.gov.uk

Please advise if you decide not to submit a tender. Knowing why you have decided to decline would be appreciated.

Yours Sincerely

Parish Clerk