



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey, GU27 2HG
01428 654305 · www.haslemeretc.org

2 August 2019

Dear Sir/Madam

Haslemere Town Council Invitation to tender for the provision of cleaning services at the Haslemere Public Toilets

You are hereby invited by Haslemere Town Council [“the Council”], to tender for the provision of cleaning services specified in the enclosed document specification.

Additional Information

- a. The awarded contract will cover a three-year period; 1st April 2020 to 31st March 2023.
- b. The Council is seeking a fixed-price contract to cover all details outlined in the specification.
- c. There may be times when additional work is required which would not be covered by the enclosed specification. The Council therefore requests that you provide a breakdown of your hourly and daily charges should the need arise to employ additional services.
- d. The enclosed envelope must be used when submitting a tender.**
- e. All tenders must be received at the Town Hall no later than **3pm on Friday 30th August 2019**. 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.
- f. The Council is not bound to accept the lowest priced or any tender and shall not be bound to accept the Contractor as a sole supplier.
- g. 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 3pm on Friday 16th August 2019.

Yours faithfully

Lisa O'Sullivan

Lisa O'Sullivan

Town Clerk

Email: town.clerk@haslemeretc.org