



30 April 2025

Newbury Town Council
Market Place
Newbury
Berkshire RG14 5AA

The Tendering Contractor

Dear Sirs

Victoria Park Café and Adjacent Store – Refurbishment Works

We have pleasure in inviting you to tender in open competition for the above works which will see the existing café building within Victoria Park fully refurbished and brought back into use.

Issued in conjunction with this letter is a Form of Tender and a Certificate of Bona Fide Tender. These are to be returned by the tender deadline of 2.00pm on Friday 13 June 2025, along with a priced schedule of works, and your quality, method and approach response.

The parameters for how your tender will be assessed and scored is contained within the main ITT document – note that it will be based on a combination of the commercial and qualitative information you submit.

The works will be carried out under a JCT Minor Works Contract with Contractor's Design input on particular elements (security shutters and fire alarm installation). It is important that the Contract Particulars are reviewed as part of your consideration of the project – the terms therein will form part of the formal Contract.

When submitting your tender please note that a paper copy needs to be deposited at Newbury Town Council's offices, marked for the attention of Mr Martin Kavanagh by the above deadline, and a complete digital copy emailed to projects@newbury.gov.uk.

Note that any tender queries are also to be forwarded to projects@newbury.gov.uk, and the deadline for these to be answered is 23 May 2025. A log of all queries will be recorded, and replies will be posted to the tender portal.

Following receipt and review of the tender pack please confirm to projects@newbury.gov.uk whether you will be submitting a tender, to ensure that any ongoing correspondence be sent to you.

Yours faithfully

Martin Kavanagh

Newbury Town Council

Encs. ITT for Victoria Park Café Refurbishment

Certificate of Tender and Certificate of Bone Fide Tender

Town Hall, Market Place, Newbury, RG14 5AA

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Newbury: a town we can
all be proud of