1st May 2025

XXXX

Dear XX

**Tender Invitation for:**

**Jubilee Pavilion – Stapleford Recreation Ground for Stapleford Parish Council**

**Single Storey Extension, External Envelope Up-Grade and Internal Alterations**

Please find enclosed drawings relating to proposed extension to Jubilee Pavilion – Stapleford Recreation Ground for Stapleford Parish Council

The details of the contract are included within the attached document ‘Project Specification’ together with the scope of the project and should be noted when you prepare your quotation.

The tender documents comprise of the following:

1 – Architectural drawings, existing and proposed, drawings and written specification dated April 2025 marked ‘TENDER’.

2 – Structural drawings and calculations Ref No. 24-651-1A and 24-651-2 prepared by Structural Engineers Cambridge.

When returning your tender please ensure you confirm the following:

A – Your fixed price to carry out the works indicated within items 1 and 2.

**IT IS IMPORTANT THAT YOU COMPLETE THE PRO-FORMA BREAK-DOWN AS SHOWN TO ENABLE AN ACCURATE COMPARISON BETWEEN TENDER RETURNS TO BE CARRIED OUT.**

B – Confirmation that you can commence work in July 2025 should your tender be successful.

C – The anticipated duration of construction work.

D - Any conditions, exclusions, or alternative products you wish to bring to the client’s attention.

E – The Tender Return should include a completed ‘Tender Analysis’ excel document.

We enclose a ‘RETURN OF TENDER; Pro-Forma and ask that you complete this when you return your tender. Please note that it is important that your tender includes for the full extent of the work indicated within the tender document.

**On receipt of this tender request we ask that you confirm if you intend to submit a tender by e-mail to brian@blue-ink.co.uk**

**Your tender should be returned by 5:00pm, Friday 6th June 2025.**

We look forward to hearing from you.

Kind regards



B(Arch)Hons RIBA

Blue Ink Architecture

**‘RETURN OF TENDER’ FOR JUBLIEE PAVILION**

We XXX have pleasure in submitting our tender for the above project.

The details you requested are set out below:

A – Our fixed price for the works to The Jubilee Pavilion is

B – The earliest date we can commence work is

C - Our anticipated duration for the whole works is Weeks

D – We have / do not have any conditions, exclusions or alternative products

(Please list any conditions, exclusions or alternative products, if any.)

Signed ……………………………………………………….

On behalf of XXX

Dated………………………………………………………….