



1st July 2019

Dear Contractor,

**Invitation to Tender (ITT) for Drainage Upgrade Works at West View Primary School,
Davison Drive, Hartlepool, TS24 9BP**

- 1 Your organisation, along with others, is invited to provide a formal tender for provision of the above, to the specification outlined in the attached documents. Enclosed are;
 - a. Instructions and information on the tendering procedures
 - b. Specification of the requirement
 - c. List of attachments
 - d. Declaration and information to be provided by the tenderer
- 2 Please read the instructions within the Schedule of Works document carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 It is expected that you will visit and familiarise yourself with the site prior to preparing your quotation to ensure that all aspects have been allowed for. Failure to include any allowances or sums as a result, will be at the contractor's risk.
- 4 A tender may be submitted electronically or as a hard copy, however it must be received by Jonathan Dunning, Estates Manager, Ad Astra Academy Trust, Hub Two, The Innovation Centre, Queens Meadow Business Park, Venture Court, Hartlepool, TS25 5TG or jonathan.dunning@adastraacademytrust.com no later than 12:00pm on 11th July 2019. Late quotations will **not** be considered.
- 5 If, having read the enclosed documentation, 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 me at the above email address. Please mark the email subject as 'no tender.'
- 6 Please contact me if you have any questions about the tendering procedure. The enclosed document 1 contains details for providing you with further information or clarification of the trust's requirements.

I look forward to your response.

Yours faithfully,

SA Lister

**Sue Lister
Head of Operations,
Ad Astra Academy Trust**