By e-mail

25th April 2022

Dear Sirs,

**Council of the Isles of Scilly – 3 Ennor Close disability adaptations**

Please find enclosed and attached the tender documentation inviting you to submit a bona fide quotation for this project.

Quotes are to be returned, **not later than 16.00 on Friday 8th April 2022.** All submissions are to be submitted in a pdf e-mail to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk) Quotations are expected to be held for 1 month from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

The information required to be submitted with your tender submission are as follows:

* Completed and signed forms of tender
* Completed response to the request for quotation form
* Completed Schedule of Works document

Please acknowledge receipt of the above tender documentation and your willingness to tender within 2 working days.

We look forward to your response.

Yours sincerely,



Senior officer: capital development and procurement

Council of the Isles of Scilly