

By Post and Email

XYZ Builders Limited
Unit 1, Industrial Park
Nowhere Drive
County
AB1 2YZ

For the attention of: _____
My Ref: _____
DD MM YY

Dear Sirs

RE: Project name, address and postcode

Further to our telephone call and subsequent emails, I invite you to tender for the above.

I enclose the following tender documents to enable you to submit a bona-fide tender:

- Employer's requirements
- Preliminaries
- Drawings, specifications and other tender information noted
- Form of tender
- Template for contract sum analysis
- Planning permission and subsequent conditions

Please note:

The building contract _____ will be used.

The employer shall not be bound to accept the lowest or any tender which he may receive. Neither will the employer be responsible for any cost incurred in the preparation of any tender nor for any costs or expenses incurred in submitting a tender.

Please note that your tender is to be returned to the above address as agreed no later than 5pm on DD MM YY.

Please note that the following documents are to be submitted with the tender:

- Completed form of tender
- Completed contract sum analysis
- Any qualifications and clarifications
- Provisional programme indicating anticipated start on site date as well as contract period
- Details of employers' and public liability insurance, and contractors' all risks insurance
- Reference(s) from previous clients or consultants
- Details of similar previous projects
- Key personnel who will likely be involved in the scheme
- Key subcontractors used

If you have any queries or would like to arrange your site visit, please contact _____ (tel: _____) in the first instance.

Yours faithfully,

MY NAME HERE
Myname.mysurname@abcd.co.uk

Enc: Tender documents