

Carron Valley Development Group
c/o [REDACTED]

[REDACTED]

[REDACTED]

<DATE>

<NAME>

<ADDRESS>

Dear Sir

Construction of mountain bike trails in Carron Valley Forest

On behalf of the Carron Valley Development Group you are invited to tender for the above Contract.

Please find enclosed the following tender documentation:

1 copy of Instructions for Tendering

2 copies of Volume 1 incorporating:

Form of Tender

Conditions of Contract

Specification

Bill of Quantities

2 copies of Volume 2 incorporating the contract details

1 copy of the pre-tender Health and Safety Plan

1 copy of Tender Return Envelope

There is a meeting scheduled for all tenderers with representative(s) of the Carron Valley Development Group to walk over the site of the proposed works and to be given an explanation of the requirements of this project. It is strongly recommended that all prospective contractors attend. This meeting will take place on **<DATE>** at **<TIME>** with all parties meeting up in the car park at the main entrance to Carron Valley Forest.

The provisional start date for the works on site is **<DATE>**.

Your tender is to be returned, in the envelope provided, to The Secretary, Carron Valley Development Group, c/o [REDACTED] [REDACTED] [REDACTED] no later than **12 noon on <RETURN DATE>**.

I would be grateful if you could acknowledge receipt of this letter and its enclosures by e-mail to secretary@carronvalley.org.uk as soon as possible.

Yours faithfully