

Date: 14/10/2020

Dear Sir/Madam,

Project development for the repair of St Margaret De Westwick Church, Norwich
APPOINTMENT OF ARCHITECT/BUILDING SURVEYOR: INVITATION TO TENDER

1. You are invited to submit a tender for the above contract. Norwich Historic Churches trust are in the process of applying for a project development grant from Historic England towards repairs at St Margaret De Westwick church, Norwich.
2. Norwich Historic Churches Trust, "The Client", intends to commission the Services of an Architect/Building Surveyor for the above, subject to the attached Tender Documentation for the provision of The Services. The Architect/Building Surveyor should be accredited at CA level (RIBA); or AABC accredited, or RICS Conservation accredited Professional (Chartered Building Surveyor). As part of this grant the consultant will need to ensure that they do everything to enable the Trust to comply with Historic England grant conditions in regard to any grant offer
3. As you are one of the Consultants who are invited to submit a tender. Please confirm that you would be prepared to undertake the commission by completing the tender documentation
4. As part of your submission you are required to submit particulars identified in the tender application documentation.
5. Your tender should be sent to:
mark.wilson@norwich-churches.org

OR

Norwich Historic Churches Trust

FTAO Mark Wilson
St Martin At Palace Church
15 St Martin at Palace Plain
Norwich
Norfolk
NR3 1RW

6. The deadline for receipt of tenders is: 12pm (noon) on Friday 6th November 2020
7. The award will be made on the basis set out in the tender document
8. The Client does not hereby bind itself to accept any offer.
9. You should treat the Tender Documents as confidential and restrict their circulation and distribution to a “need to know” basis within your organisation. You are required to keep your Tender confidential and not divulge to anyone, even approximately, what your Tender Price is or will be. The sole exception to this is information you may have to give to your insurance company, or broker, in order to compile your Tender, but you must stress to them that this information is given in strict confidence.
10. Should your offer be accepted you will be notified in via email and in writing and asked to sign up to the contract described in the Tender Documentation.
11. Please acknowledge receipt of the Tender Documentation and your intention to submit a tender.

Yours faithfully,

Mark Wilson

for
The Norwich Historic Churches Trust Ltd