Date: 25th November 2021

Tunbridge Wells Borough Council are inviting participants to take part in a supplier engagement process in regards to the provision of new CCTV infrastructure in our car parks.

This process is being undertaken to ensure that there is sufficient interest I this opportunity, and to help us establish what options we may have in regard to this project. Contractors that are unable to participate in this process will not be excluded from taking part in any future tender which may follow.

Information for the process is as follows:

**Stage 1 – Company Overview and Product information**

Interested parties are invited to submit an overview of their company, and a proposal of the product(s) which they feel would best suit our requirements, taking account of the additional information provided in Appendix B. We will also require details of any public sector framework agreements your products are available through.

Our team will assess this information for relevance and suitability, before inviting a shortlist of suppliers to stage 2 of the engagement process.

**Your expression of interest must be made via Kent Business Portal (**[**www.kentbusinessportal.org.uk**](http://www.kentbusinessportal.org.uk)**), and the information requested above must be provided by 12:00pm on 8th December 2021 in order to be eligible for assessment.**

**Stage 2 - Site Visit – to be held on Thursday 16th December 2021**

Shortlisted companies will be invited to attend a site visit with our project team on Thursday 16th December 2021. This date is fixed, and no further dates will be available.

**Outline Agenda:**

Meeting at Town Hall for a short visit to our CCTV Control Room: 10:00am (Meeting address: Town Hall, Monson Way, Royal Tunbridge Wells, Kent TN1 1RS)

Car Parks Tour

Due to space limitations and the ongoing effects of the Covid-19 pandemic, we must request that a maximum of 2 attendees per company be registered to attend.

If you require any further information at this stage, please contact me.

Many thanks

Kind regards,

A picture containing bottle, photo, food, people

Description automatically generated

**Dan Hutchins**

**Procurement Manager**

**Maidstone & Tunbridge Wells Procurement Partnership**

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