

20 April 2022

Thank you for your interest in submitting a Tender for the Coalville Christmas Lights – installation, maintenance, stock management and storage contract.

Tender Reference: “Coalville Christmas Lights – installation, maintenance, stock management and storage”.

Tenders are invited, subject to the terms of this Invitation to Tender, for the supply of the Goods/Works/Services detailed in the Specification (Doc 2), in accordance with the draft Terms and Conditions of Contract (Doc 3). NWLDC does not bind itself to accept the lowest or any tender and reserves the right to accept a tender either in whole or in part.

NWLDC reserves the right to stop the procurement process at any stage without liability or responsibility.

This Invitation comprises the following documents:

Doc 0	- This document - Invitation to Tender (ITT)
Doc 1	- General Information and Instructions for Tenderers
Doc 2	- Specification and relevant appendices
Doc 3	- DRAFT Terms and Conditions of Contract
Doc 4a	- Forms and Response - Quality (To Be Returned)
Doc 4b	- Forms and Response - Pricing (To Be Returned)

Final Terms and Conditions of Contract will be agreed between NWLDC and the winning Tenderer after submission of the Tender response (as, much of the Tenderers response will form the basis of the agreed Goods/Works/Services, level of performance and pricing). Both parties will sign final Terms and Conditions of Contract prior to contract commencement.

Tenders must be submitted in English.

In order for a compliant Tender to be submitted, Documents 4a and 4b must be submitted together via the EastMidsTenders portal, clearly stating your Organisation name and the Tender Reference - “Coalville Christmas Lights – installation, maintenance, stock management and storage” in the subject line by no later than NOON on the Tender submission date found in the procurement timetable shown in Doc 2. Failure to comply with these instructions may result in your Tender being rejected.

In the event of a technical problem or should any documents be missing please contact David Whyte - DAVID.WHYTE@nwleicestershire.gov.uk - for advice or support clearly stating your Organisation name and the Tender Reference - “Coalville Christmas Lights – installation, maintenance, stock management and storage” in the subject line.