

**GERRARDS CROSS TOWN COUNCIL  
ITT; PROVISION & INSTALLATION OF NEW PLAY EQUIPMENT**

**Section I: Checklist of Documents (for Tender Response).**

Applicants must complete and return Sections D to I. Failure to provide all of the items in the checklist may cause your Tender to be non-compliant.

<b>Appendix Section</b>	<b>Item</b>	<b>Included in Tender?</b>
D	Cost Submission Form; to be completed, signed and returned.	
E	Pre-Qualification Questionnaire; to be completed, signed and returned.	
F	Form of Tender; to be completed, signed and returned.	
G	Drawings, Site Plans and relevant Literature to be included.	
H	Method Statement to be included.	
I	This Checklist of Documents; to be completed, signed and returned.	

*All complete tenders containing the above documents to be submitted by email or in writing by 12.00 noon on 3<sup>rd</sup> February 2023 to the Parish Council office. No additional information should be submitted or will be considered.*

*All Tenders must be clearly marked 'East Common Play-area Tender'. If sent by mail (or in person), these tenders should be submitted in a sealed envelope to the Parish Council and addressed to the Town Clerk (at Gerrard Cross Town Council, South Lodge, East Common, Gerrards Cross, Buckinghamshire, SL9 7AD).*

I/We confirm understand that this checklist clarifies the completed documentation representing our tender offer to Gerrards Cross Town Council (for the provision of this Play Equipment ITT).

From: .....

Signed: .....

For and on behalf of: .....

Address: .....

.....

Date: .....