



Town Council Offices,
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12 April 2021

Dear Sirs

Invitation to Tender (ITT) to Supply a Managed Service for Christmas Lighting for 3 years - December 2021 to January 2024

Shepton Mallet Town Council invites tenders for the provision of the above.

Please find attached relevant information which will assist you with regard to your submission.

Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.

Tender documents must be returned in a sealed envelope no later than 5pm on Monday 24th May 2021. The tender pack shall be clearly marked "Tender - Christmas Lighting" and shall not have any external means of identifying the potential supplier. The envelope shall be addressed to the Town Clerk, Shepton Mallet Town Council, 1 Park Road, Shepton Mallet, Somerset, BA4 5BS. Please do not send by recorded delivery. Late tenders will not be considered.

We look forward to your response.

Yours faithfully

A handwritten signature in blue ink that reads 'Charlotte Starkie'.

Charlotte Starkie
Town Clerk

