
5. Sourcing Quotes from Suppliers

5.4.1. Tender Letter Example

Dear [name]

We are planning a new refurbishment to our premises in [location]. We would like to invite you to tender should this project be of interest?

To project and in interest of all parties we request the following information / documentation for assessment.

1. Copies of insurance - Public Liability, Employers' Liability & Contractors All Risks.
2. As this is aligned with a Dun and Bradstreet (D&B) in some elements, a copy of your Professional Indemnity Insurance - minimum £1M cover.
3. Copy of your company's Health & Safety (H&S) policy.
4. Due to works and statutory requirements for certain aspects we will require your:
National Inspection Council for Electrical Installation Contracting (NICEIC)
Enrolment / F-Gas Certification.
5. Details of your H&S officer or association with procedures for Risk Assessment Method Statements (RAMs) – Construction Phase Plan (CPP) and Construction Design and Management Regulations (CDM) for projects.
6. Copy of your International Organisation for Standardisation (ISO) certificate.
7. Any other accreditation's that support your company.

We thank you for your interest and look forward to receiving the above at very earliest due to time restraints with the project. Once we have received / assessed and approved the above, a scope of works can be forwarded for costing.

With regards