

25 May 2009

[Name]
[Address]

Dear [Name] ,

Forth Valley Orchard Regeneration Initiative Contract - Invitation to Tender

Forth Environment Link is inviting tenders for the above contract, subject to the attached Tender Details documentation for the provision of this contract.

1. You are one of the Consultants who are invited to submit a tender.
2. As part of your submission you are required to submit particulars identified in '*Tender Submission Details*' section of the attached tender document, '*Forth Valley Orchard Regeneration Initiative: Invitation to Tender for Consultants' Role - Tender Details*'.
3. Consultants are requested to provide:
 - a. One paper copy of their tender submission, to be sent to:
Diane Alderdice
Project Officer
Forth Environment Link
Forth Valley Food Links
7 Stirling Business Centre
Wellgreen Place
Stirling
FK8 2DZ
 - b. An electronic submission to be forwarded to: diane@fvfl.org.uk.
4. The deadline for receipt of tenders is **5.00 pm on Friday, 1 June 2009**.
5. The contract will be awarded by **Thursday, 11 June 2009**.
6. Forth Environment Link does not hereby bind itself to accept any offer.
7. You shall treat the Tender Documents as confidential and restrict their circulation and distribution to a 'need to know' basis within your practice / organisation. You are required to keep your Tender confidential and not divulge to anyone, even approximately, what your Tender Price is or will be. The sole exception to this is information you may have to give to your insurance company, or broker, in order to compile your Tender, but you must stress to them that this information is given in strict confidence.
8. Should your offer be accepted you will be notified in writing and asked to complete and sign contract documents.
9. Please acknowledge receipt of the Tender Documentation and your intention to submit a tender.

Forth Environment Link

7 Stirling Business Centre, Wellgreen, Stirling, FK8 2DZ

Tel: 01786 449215

Web: www.forthenvironmentlink.org Email: info@forthenvironmentlink.org
Company no: 286723 Scottish Charity no: SCO 019276

Should you have any queries then please do not hesitate to contact me.

Best wishes

Yours sincerely

Diane Alderdice

Project Officer
Forth Environment Link - Forth Valley Food Links
Email: diane@fvfl.org.uk
Tel: 01786 449215

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