



Tender Instructions and Guidance

Subject to Contract & Formal Council Approval

1. The submission of tenders must be clearly marked and labelled “**Unit [enter unit number] Tender Form for the attention of the Estates Team**” and within an easily identifiable envelope, without any distinguishable features to ensure that offers are not opened prior to the tender close date.

Interested parties must submit their tenders using the enclosed form **by no later than 12.00 noon on Friday 21st April 2023** and delivered to the:

**MCC Markets Team
Market Hall
Cross Street
Abergavenny
NP7 5HD**

2. No distinguishing marks identifying the bidder will be permissible on the envelope, a failure to comply with this requirement will mean that the tender will not be accepted or considered. No tender received after the time and date specified above shall be accepted or considered.

3. Offers will not be opened and considered prior to the time and date specified above.

4. The successful tenderer will be required to pay a contribution to the Council's legal fees for the preparation of the license agreement in the sum of £75 (Seventy-five pounds) inclusive of vat, for completion of all necessary legal documentation.

5. All financial proposals should be stated in pounds sterling and are exclusive of value added tax (where applicable).

6. Confirmation is required that the tenderer is able to provide, where requested, either, and/or, any of the following: a previous Landlord's reference; a bank reference; a credit reference; a guarantor. A business plan or Covering Letter to provide details of the business. A bond equivalent to three months rent will be required in advance.

7. The Council reserves the right to decline the highest or any offer received.

8. This is not a formal tender and no contract will be created by acceptance of any offer or bid in response to this request. This remains the position until formal contracts have been agreed and exchanged.

9. The Council reserves the right to disregard any deficiency in compliance with the terms of the above when accepting any offer or bid, but reserve the right to demand subsequent compliance prior to, or as a precondition of completion of contracts.

10. The Tenders will be assessed against the following criteria:

- Your experience of running a business
- What is your business plan
- Nature of the business / products / prices
- Market competition & research evidenced
- Do you intend on making any improvements / changes to the unit
- Aware of environment – market and events
- How will your business help promote and have an impact on the growth and success of the market

Should you have any questions about the Tender process, please contact:

Simon Parfitt

07977 014172

SimonParfitt@monmouthshire.gov.uk