



# OTTERY ST MARY

## Town Council

Christine McIntyre FCILEx PSLCC

Town Clerk

Council Offices  
The Old Convent  
8 Broad Street  
Ottery St Mary  
Devon EX11 1BZ

Telephone: 01404 812252

Email: [enquiries@otterystmary-tc.gov.uk](mailto:enquiries@otterystmary-tc.gov.uk)  
[www.otterystmary-tc.gov.uk](http://www.otterystmary-tc.gov.uk)

22nd January 2019

Dear Sir/Madam

### **Tender for Ottery St Mary Town Council Website Design Contract**

Please be advised that Ottery St Mary Town Council is inviting tenders for its new Website Design contract.

The attached tender/briefing document outlines everything to be considered and is also available for downloading from the Council's current website at [www.otterystmary-tc.gov.uk](http://www.otterystmary-tc.gov.uk)

We request to viewing previous examples of websites, therefore, when submitting a bid please include links or case studies of websites produced.

#### **Submission of tender:**

Tender documents should be submitted in a sealed envelope clearly marked `Website Tender`, must be received no later than **noon Friday 15<sup>th</sup> February 2019** and sent to the Town Clerk, Ottery St Mary Town Council, Council Offices, The Old Convent, 8 Broad Street, Ottery St Mary, Devon EX11 1BZ

**Prospective Tenderers should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected**

Thank you for your interest.

Yours faithfully

*Christine McIntyre*

**CHRISTINE MCINTYRE  
TOWN CLERK**