



monmouthshire  
sir fynwy

## TENDER GUIDELINES

# UNIT 5H, CASTLE WAY INDUSTRIAL ESTATE, CALDICOT, NP26 5PR

**SUBJECT TO CONTRACT**

THE GUIDELINES ARE TO BE FOLLOWED WHEN COMPLETING THE TENDER FORM. THE TENDER FORM IS TO BE SUBMITTED NO LATER THAN

**12:00 (noon) Friday 31<sup>st</sup> May 2024**

Upon completing the Tender Form, please refer to this guidance document to understand the criteria and marking matrix the Tender Forms will be assessed against. Once the Tender Form has been completed, please return the form in a sealed envelope, without any distinguishing features or markings, using the address labels provided to the reception desk at CastleGate Business Park.

Please notify David Fear, Facilities Manager at CastleGate Business Park via email should you intend on submitting a Tender offer and when this will be delivered so arrangements can be made to collect the Tender offer.

[DavidFear@monmouthshire.gov.uk](mailto:DavidFear@monmouthshire.gov.uk)

Tenders will be assessed against the following;

- Strength of covenant
- Experience of running a business
- Rental price proposed
- Type of business use
- Making any improvements to the unit

Tender forms should be submitted no later than **12:00 (noon) Friday 31<sup>st</sup> May 2024**. The Tender forms will be evaluated, and the interested parties will be informed at the earliest convenience.

Should you have any further questions about the Tender process please contact the Estates Team. Email: [Estates@monmouthshire.gov.uk](mailto:Estates@monmouthshire.gov.uk)