

FOR THE ATTENTION OF

**Example Building Contractors Ltd**

ISSUED BY

Sam Example  
Homeowner and client  
Via the secure OneSpec invitation link

26 October 2026

Dear Sir or Madam,

## Invitation to Tender

**Rear single-storey kitchen extension**  
**14 Example Road, Anytown, AB1 2CD**

This invitation is issued by the client, Sam Example. You are invited to submit a tender for the works described below.

### 1. The proposed works

4m deep rear extension with open-plan kitchen, bi-fold doors and two rooflights.

### 2. Tender documents enclosed

- a) Invitation to Tender and attached tender conditions.
- b) Schedule of Works & Specification, Revision 01, including the pricing schedule and tender return summary.
- c) Architectural drawings, 3 documents as listed in the drawing register.

### 3. Confirmation of intention to tender (RSVP)

Please confirm by **2 November 2026** whether you intend to submit a tender, using the secure invitation link provided. You may accept, request further information, or decline. Acceptance indicates an intention to tender, not a binding commitment to submit a quotation.

### 4. Tender return

Submit your completed tender through the secure OneSpec invitation link by **5:00pm (UK time) on 23 November 2026**. Include your Priced Schedule of Works, proposed start date, programme length, completed form of tender and any supporting documents.

### 5. Clarification questions

Raise questions through your invitation page or contact the issuer using the details above. Where a clarification affects the common tender scope, an anonymised response may be shared with all tenderers.

### 6. Site visit

Site visits can be arranged on Tuesday or Thursday mornings during the RSVP period. Please contact the issuer to arrange a time.

### 7. Tender conditions

The attached tender conditions form part of this invitation.

Yours faithfully,

**Sam Example**

Homeowner and client

Issued via OneSpec. OneSpec is the platform provider, not the client's appointed professional adviser.

## Tender conditions

ITT-EX01-2026

Rear single-storey kitchen extension

14 Example Road, Anytown, AB1 2CD

### 1. Complete scope

The contractor should price the complete issued scope of works described in the Schedule of Works & Specification and shown on the issued drawings.

### 2. Exclusions and assumptions

All exclusions, qualifications and assumptions must be clearly declared in the tender return.

### 3. Provisional sums

Provisional sums must be identified as such within the priced schedule.

### 4. Discrepancies and ambiguities

Any discrepancies or ambiguities in the tender documents should be raised for clarification before submitting a tender.

### 5. Tender selection

The lowest tender will not necessarily be accepted.

### 6. Contract award

This invitation does not oblige the client to award a contract to any tenderer.

### 7. Tender preparation costs

Tender preparation costs remain with the contractor unless otherwise agreed in writing.