

1. INSTRUCTIONS TO OFFERORS

- a) Due the level of interest in the property that has been received, a closing date has been set for the property in accordance with Council practice.
- b) The closing date for receipt of offers is **12 Noon on Wednesday the 21st of December 2022.**
- c) Offers may be submitted by email, by post or hand delivered to the Customer Contact Centre at Renfrewshire House, Cotton Street Paisley, PA1 1AN
- d) If submitting by email, then please submit your application on the morning of the closing date to estates.hps@renfrewshire.gov.uk. Please ensure the subject heading clearly states: **OFFER TO LEASE 38-40 MACDOWALL STREET, JOHNSTONE, PA5 8QL, FAO HEAD OF ECONOMY AND DEVELOPMENT**".
- e) Postal applications should be sent to the following address:-

Head of Economy and Development
Renfrewshire Council
Customer Service Centre
Payments Area
Renfrewshire House
Cotton Street
Paisley
PA1 1AN
- f) The Envelope should be marked "**OFFER TO LEASE 38-40 MACDOWALL STREET, JOHSTONE, PA5 8QL**"
- g) It should bear no distinguishing mark to identify the sender and it should also be securely sealed.
- h) If hand delivering, please take the sealed and correctly completed envelope directly to the Payments Desk situated in the Customer Service Centre to have the delivery properly receipted.
- i) It is the sole responsibility of the offeror to ensure that offers are submitted to the correct address by the closing date.
- j) Your offer should comprise the application form completed as fully as possible along with any additional relevant information you think would allow the Council to fully evaluate your application
- k) Please note that the Council is not obliged to accept the highest or indeed any offer to lease