**INVITATION TO TENDER**

21 August 2020

Dear Sir/Madam,

**TENDER/PROJECT TITLE: Provision of Marketing Support - MaCaW Project**

**TENDER REFERENCE: prj\_19**

Please find enclosed tender documents relating to the above contract. In making a tender offer, Tenderers are expected to have examined the enclosed documentation and be fully familiar with the specified requirements.

**The full list of tender documents provided are listed on the following page: ‘Schedule of Contents’**

Tender offers must be submitted via the E-Sourcing website by 12pm on Friday, 02 October 2020; all tenders received after this time will be considered ‘late and void’. The University cannot accept responsibility for any delay caused by public or private mail systems, the University’s mail system, or any other delivery agent.

***Please note that failure to complete and return the Form of Tender and the Supplier Commercial Response may result in the Tender being declared void.***

***Any alterations to the format of the attached tender documentation will not be accepted.***

All queries should be addressed submitted via the e-sourcing portal. In the event of technical difficulties with the website please email: etenders@uclan.ac.uk.

Yours faithfully,

**Nizam Ismail**

Sourcing Manager

**SCHEDULE OF CONTENTS**

**UNIVERSITY OF CENTRAL LANCASHIRE**

**The following documents make up the Tender documents:**

1. Invitation to Tender
2. Form of Tender
3. Supplier Response
4. Specification incl. Contract detail
5. Return Document Checklist