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|  | |  | T: 03459 335577  helpline@defra.gov.uk  www.gov.uk/defra | |
| Kings Meadow House  Reading  RG1 8DQ |
| Date: 09/11/2023 | | |
| Dear Sir/Madam,  **Invitation to Tender - Contract for: Kings Meadow House Damp Wall**  You are invited to tender for the above contract. I am pleased to enclose the competition documents.  A summary of the enclosed tender documents is detailed below:  1) Invitation to tender letter 2) Specification 3) Project Proposal Proforma (including specific tender questions) 4) Tender Evaluation Criteria  Please confirm both your receipt of the documents, and your intention to submit a tender, by completing and signing the acknowledgement and returning it to the undersigned.  It is essential that you become fully aware of the nature and extent of your obligations outlined in the tender documents before tendering. If you require any clarification regarding the invitation to tender, please contact the undersigned at the earliest opportunity.  Tenders must be returned with all required information and the completed tender Form of Agreement by 8th December 2023 by 12 noon The response shall be sent via email to the address below.  Site visits to be arranged for the 24th November 2023. Please note that, to ensure that tenders are evaluated on a fair and consistent basis, your submitted response must not include any caveats or assumptions that have not been agreed to during the tender period. If you wish to propose any caveats or assumptions, please ensure that these are raised at the earliest opportunity for agreement by the project team.  Yours sincerely  Mrs M A Webb  Facilities Operation Officer  [Annea.webb@defra.gov.uk](mailto:Annea.webb@defra.gov.uk)  07500992611 | | |

# Acknowledgement of invitation to tender

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| --- | --- | --- | --- | --- |
|  | From  <insert name>  <insert address> | | | |
|  | | | | |
| Contract title: <insert contract title>  Contract number: <insert contract number> | | | | |
| \*We confirm that we will submit a tender for the above services/works by the date due. | | | | |
| \*# We regret that we are unable to submit a tender on this occasion due to <please confirm why you are unable to submit a tender>.  . | | | | |
| Signed | |  | Date |  |
| Name | |  | Position |  |
| Notes:  \* Delete as appropriate  # If you are unable to submit a tender, this will not preclude your being included on future tender lists. However it would be helpful if you could give your reasons to help the Environment Agency understand what types and sizes of work you consider you are best equipped to carry out, and any particular problems you may have with this current tender. | | | | |