**Superfast 3 – Inclusive Growth**

**TEN518 : Direct Mail Services (August 2021)**

**Clarifications 3 - 9**

**Clarification 4**

**The figure quoted, can we assume postage is a part of the £24,000 figure?**

The total budget for this work includes set-up, printing and postage. The figure also includes any other costs that arise as part of this work.

**Clarification 5**

**We will be presenting our own postal solution, is this acceptable?**

Yes, this is acceptable, if the postal solution is able to fulfil the requirements of the brief.

**Clarification 6**

**To assist in the costing, can you indicate please the overall anticipated volume across the project please?**

Answered in Clarification 1.

**Clarification 7**

**The Tender asks for a covering Letter to be supplied on a 2 side A4, can we ask if this is just a summary of the formal tender document as to cover the points requested this, we would like to submit a more detailed paper, is this acceptable and is there a limit on pages/words please?**

As per the ITT para 8.1 you should keep your response to 2 sides A5. No other documents will be considered as the Tender Evaluation (ITT Section 11) is based on the lowest compliant bid.

**Clarification 8**

**Sub-Contracting, we can confirm that all data compliance and production takes place in our own operation, we however work with our postal partner for the collection of the post for distribution to Royal Mail, we trust this is acceptable?**

Yes.

**Clarification 9**

**Can we confirm that you have no TUPE involved in this tender please?**

There is no TUPE involved in this contract