



# Foreign, Commonwealth & Development Office

9 December 2022

## Invitation To Tender: UK – Southeast Asia Tech Week 2023

1. The Secretary of State for Foreign, Commonwealth and Development Affairs at the Foreign, Commonwealth and Development Office (hereinafter referred to as “FCDO”) invites you to submit a Tender for the above named requirement in accordance with this Invitation to Tender (ITT) Pack.
2. The enclosed ITT Pack includes Volumes 1 to 4 as detailed below:  
  
Volume 1 - ITT Instructions (including Evaluation Criteria)  
Volume 2 - Terms of Reference and any Additional Information Documents  
Volume 3 - Commercial Tender Proformas  
Volume 4 - Section 2 Contract – General Terms and Conditions for Below Threshold Service Contracts (v1.0 September 2020)
3. An estimated timetable of the Key Stages:

Provisional Selection of a Preferred Tender	Between 20 - 21 December 2022
Clarification Meetings	Between 21 – 22 December 2022
Contract Award	By 30 December 2022
Mobilisation	By 30 December 2022

5. Your Tender must be submitted to the Responsible Officer named below in accordance with the enclosed ITT Instructions. The total funding allocated for the delivery of this project is £90,000.
6. **Tenders must be received by 17:00 UK time on Monday 19 December 2022 and be valid for 1 month. Tenders received after the due time and date will not be considered.**
7. If you intend to submit a Tender, you must send an acknowledgement to the Responsible Officers (by e-mail) within **3** calendar days of receiving the ITT. The Responsible Officer

for this project is **Anintya Hapsari** ([Anintya.Hapsari1@fcdo.gov.uk](mailto:Anintya.Hapsari1@fcdo.gov.uk)) and **Liliana** ([Lili.Ana@fcdo.gov.uk](mailto:Lili.Ana@fcdo.gov.uk)).

8. Please contact the Responsible Officers immediately if any of the ITT documents are missing.
9. All contact with FCDO relating to this ITT must be made through the Responsible Officers. No enquiries will be answered by the Responsible Officer within **3** calendar days before the closing date. To ensure equity, responses will be notified to all Tenderers (where deemed appropriate by FCDO) without disclosure of the initiator.

Yours sincerely

Anintya Hapsari and Liliana  
Contract Officers  
British Embassy Jakarta