



10th September 2020

COMMERCIAL SENSITIVE – IN CONFIDENCE

Invitation to Tender

For the Procurement of an Arts Consultant for a Windrush Memorial.

Reference Number: CDP/004/120/139

You are invited by the Ministry of Communities Housing and Local Government, to submit a tender for the above consultancy.

This Invitation to Tender (ITT) comprises the following volumes of documents:

- ITT - Instructions and Guidance
- Annex A - Specification and Timelines
- Annex B - Terms and Conditions for Services
- Annex C - Resource and Pricing
- Annex D - Form of Tender Template
- Annex E - Award Criteria and Scoring Guidance
- Annex F – Pre-Market Engagement Minutes – August 2020
- Annex G – Ways of Working Brief

Please note the following:

1. Tender documentation will be issued via the Bravo e-Tendering system (located at <https://dclg.bravosolution.co.uk>), so in order to access the full set of documents and to submit a tender you will need to be registered.
2. If you are not already registered, please follow the instructions at section 2.3 of the ITT Instructions and Guidance Document. Registration is free.
3. All communication during the competition should be via the Bravo Solution portal (<https://dclg.bravosolution.co.uk>) .
4. Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender.
5. It is expected that the successful Tenderer will enter a Contract with the Ministry of Housing Communities and Local Government using standard governmental Terms and Conditions (Annex B).
6. Please refer to clause 20 of the ITT Instructions and Guidance Document for the proposed tendering schedule. Please note that all dates listed are for information purposes only and all dates listed are subject to change.

7. Please confirm via Bravo Solutions by 24th September 2020 that you are interested in and intend to submit a bid.

We look forward to your response.

Yours faithfully,

Joanna Means
Senior Commercial Advisor
Ministry of Housing Communities and Local Government

INSTRUCTIONS TO TENDERERS

Issue date	10 th September 2020
Return deadline	2 nd October 2020