



OFFICIAL

Foreign, Commonwealth & Development Office

14 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 9 - 10 January 2023
Clarification Meetings	Between 11 – 12 January 2023
Contract Award	By 13 January 2023
Mobilisation	By 16 January 2023

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 Friday 6 January 2023 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 Officer (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), **Liliana** (Lili.Ana@fcdo.gov.uk), and **Irene Risty** (Irene.Risty@fcdo.gov.uk)

ITT Under Threshold Services – Covering Letter (v1.0 Sept 2020)

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, Liliana, Irene Risty
Contract Officers
British Embassy Jakarta