

28th December 2016

By e-Tendering Portal

Dear Sirs

**Provision of Total Media & Social Media – NHS Arden & GEM CSU**

**Authority's reference number: AGEMCSU/TRANS/16/383 (2)**

Arden and GEM CSU is issuing an invitation to tender ("**ITT**") in connection with a competitive procurement of Total Media & Social Media. The ITT comprises the following documents:

|  |  |
| --- | --- |
| **Section A – Instructions and information** | |
| 1 | Introduction and background |
| 2 | Tender timetable |
| 3 | Instructions to Bidders |
| 4 | Tender evaluation methodology and criteria |
| Annex A1 | Framework Terms and Conditions |
| **Section B – Tender Schedules (to be returned by Bidders)** | |
| Annex B1 | Specification |
| Annex B2 | Tender Response Document |
| Annex B3 | Commercial Schedule |
| Annex B4 | Confidential and commercially sensitive information |
| Annex B5 | Form of Tender |  |

Copies of these documents are available on the e-tendering portal used by the Authority for this procurement ("**the e-Tendering Portal**").

The response documents in Section B of the ITT must be submitted using the e-Tendering Portal by no later than 5pm 20th January 2017.

If you have any queries relating to this ITT, please see the contact details set out in Section A of the ITT.

Yours faithfully

David Bailey