



Maritime &  
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To whom it may  
Concern,

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Our ref: **TCA 3/7/1137**

20<sup>th</sup> November 2019

### **INVITATION TO TENDER REFURBISHMENT OF MCA CARDIFF, ANCHOR COURT, OCEAN WAY, CARDIFF, CF24 5JW**

You are invited by the Secretary of State for Transport (from now on referred to as "the Authority") to submit a tender for the above contract.

One original **and one copy (so marked)** of your tender and proposals, including any covering letter, will be required. Your Tender Price should be entered onto the Price Schedule included within the documentation. Tenderers should be aware of the following dates.

- **Site visits are available on 25<sup>th</sup> November 2019 at 2pm by arrangement**
- **Deadline for final Questions and Answers will be 2<sup>nd</sup> December 2019**
- **Deadline for request for site visit will be 22<sup>nd</sup> November 2019**
- **Tenders must be delivered by 11.00 hours on 6<sup>th</sup> December 2019**

Late tenders will not be accepted and it is your responsibility to ensure that your tender is received on time.

As part of your tender you should supply the following:-

- The MCA's Form of Tender signed and dated by an authorised representative of the tendering organisation;
- Their completed Pricing Schedule and Pricing Schedule Declaration form;
- Their completed Template Tender Return;
- Any other information requested at 2.0 of the Invitation to Tender.

SHOULD YOU BE SUCCESSFUL, THESE DOCUMENTS AND ANY SUBSEQUENT CORRESPONDENCE BETWEEN YOU AND THE DEPARTMENT WILL FORM A BINDING CONTRACT BETWEEN YOU AND THE AUTHORITY.

Please read all the documents listed in the Form of Tender. To ensure that all tenderers have access to the same information you can only obtain further information about contractual issues and Technical Information from me (The Contract Officer). All requests must be submitted in writing to me at the above e-mail address.

Yours sincerely,

Amanda Dunbar  
MCA Procurement Team