

British High Commission Singapore

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22 November 2023

Dear Sir/Madam,

ITT for the Contract:

Undertaking an assessment of green skills development in Singapore and the United Kingdom

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

Volume 3 - Commercial Tender Proformas

Volume 4 - Section 2 Contract – General Terms and Conditions for Below Threshold Service Contracts (v1.0 September 2020)

There are no Additional Information Documents provided.

3. An estimated timetable of the Key Stages:

Stage	Timeline
Receiving bids	27 November 2023 – 8 December 2023
Selection process	11 December 2023 – 12 January 2024
Contract sign, commence and project delivery	15 January 2024
Set-up	15 January 2024 – 31 January 2024
Implementation phase (research / write-up)	1 February 2024 – 24 March 2024
<ul style="list-style-type: none"> - Research and analysis phase - First draft of report - Second draft of report 	<ul style="list-style-type: none"> - By 1 March 2024 - By 8 March 2024 - By 24 March 2024
Closure phase (FCDO presentation)	24 March 2024 – 31 March 2024

4. Your Tender must be submitted to the Delegated Procurement Officer named below in accordance with the enclosed ITT Instructions.

5. **Tenders must be received by 17:00 UK time, on 8 December 2023 and be valid for 3 months. Tenders received after the due time and date will not be considered.**
6. If you intend to submit a Tender, you must send an acknowledgement to the Delegated Procurement Officer (by e-mail) within **5** calendar days of receiving the ITT.
7. Please contact the Responsible Officer immediately if any of the ITT documents are missing.
8. All contact with FCDO relating to this ITT must be made through the Delegated Procurement Officer. No enquiries will be answered by the Delegated Procurement 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

Daeryong Hong
Delegated Procurement Contract Officer
Foreign Commonwealth and Development Office