

6<sup>th</sup> December 2017

*By e-Tendering Portal*

Dear Sirs

**NHS Arden & GEM CSU**

**Authority's reference number: AGEMCSU/TRANS/17/481**

NHS Arden and GEM CSU is issuing an invitation to tender ("ITT") in connection with a competitive procurement for Website Design, Hosting and Development. The ITT comprises the following documents:

<b>Section A – Instructions and information</b>	
1	Introduction and background
2	Tender timetable
3	Instructions to Bidders
4	Tender evaluation methodology and criteria
Annex A1	NHS Terms and Conditions
<b>Section B – Tender Schedules (to be returned by Bidders)</b>	
Annex B1	Eligibility questions and responses
Annex B2	Specification
Annex B3	Tender Response Document
Annex B4	Commercial Schedule
Annex B5	Confidential and commercially sensitive information
Annex B6	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 on Friday 22<sup>nd</sup> December 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  
Senior Transactional Procurement Manager  
Arden and GEM CSU