

## **Invitation to Tender**

### **Standardised Contracting Template 1A - Special Notices and Instructions to Tenderers**

1. The contents of this invitation to tender must not be disclosed to unauthorised persons and must be used only for the purposes of tendering.
2. In addition to the Notices and Instructions specified elsewhere in the Invitation to Tender (ITT) the following shall also apply:
  1. You must send your Tender to the Commercial Officer stated in the ITT.
  2. You must provide two (2) copies of your Tender. The electronic copies of the Tenders must be compatible with Microsoft Office Word 2016 and other MS Office 2016 applications. If you, password protect or encrypt any information on CDs containing prices you must supply the password / use compatible encryption methods so that the Authority can undertake a pricing evaluation.
  3. You must complete and include Annex A (Offer) with your Tender.
  4. You must include the original signed Annex A (Offer) with one paper copy of your Tender.
  5. You must submit your paper and CD copies in a sealed envelope or box. For health and safety reasons, no individual envelope or box should weigh more than 11 kilos.
  6. If you intend to hand deliver your Tender you must inform the named Commercial Officer of your intention and seek further delivery instructions. Failure to do so may result in your Tender being refused and / or returned.