



Date: 1 August 2018

ATTACHMENT 1 – COVER LETTER AND INSTRUCTIONS ON TENDERING PROCEDURES

FOSTERING MEXICO'S INFRASTRUCTURE AGENDA

You are invited to submit a tender to the Secretary of State for Foreign & Commonwealth Affairs as represented by the **British Embassy in Mexico** hereinafter referred to as the “Authority”, for the provision of the service “**A cost/benefit analysis for a medium speed train (150km/hr) connection between Mexico City and the City of Queretaro that uses existing infrastructure in which Kansas City Southern Mexico (KCSM) and Ferrocarriles Suburbanos have concessions**” in accordance with the following attachments:

- Attachment 1:** Cover Letter & Instructions;
- Attachment 2:** Terms of Reference;
- Attachment 3:** Evaluation Criteria;
- Attachment 4:** Duty of Care;
- Attachment 5:** Schedule of Prices and Rates.

Please read the instructions on the tendering procedure carefully as failure to comply may invalidate your tender. All tender documentation will be published via the UK's government Contracts Finder portal. URL is <https://www.gov.uk/contracts-finder> (requires registration).

Your tender must be submitted electronically to the following email address: ukinmexico.ccep@fco.gov.uk by **23:59 (Mexico's time) on the 19th of August, 2018**. Tenders not submitted via this email will not be considered.

Sincerely,

Marian Urizar
Future Cities Programme and Policy Officer, Prosperity Fund
Foreign & Commonwealth Office

ABOUT THESE INSTRUCTIONS

1. Please note that references to the “Authority” throughout these documents means the Secretary of State for Foreign & Commonwealth Affairs as represented by the **British Embassy in Mexico**.

TIMETABLE AND ADMINISTRATIVE ARRANGEMENTS

2. Indicative timetable for the award of contract is as follows:

DESCRIPTION	DAY	DATE
Deadline for bidders to submit questions	Friday	10 August 2018
Deadline to submit proposals from potential suppliers	Sunday	19 August 2018
Bidders informed of tender outcome by	Monday	27 August 2018
Pre-Contract Discussion with & Award of contract to Preferred Supplier by	Monday-Wednesday	27 – 29 August 2018
Commencement of Contract Period	Monday	3 September 2018

3. The above timetable is indicative and the Authority reserves the right to vary it.

CONDITIONS APPLYING TO THIS TENDER

4. The tender process will be conducted in line with the principles of fair treatment, transparency and with the aim of identifying the proposal that offers the Most Economically Advantageous Tender (MEAT) from the point of view of the purchasing authority. These instructions are designed to ensure all tenders are given equal and fair consideration. It is important you provide all information in the format specified.

BACKGROUND TO THE REQUIREMENT

5. The PF Programme has two main objectives: to promote the economic reform and development needed for growth in partner countries and to open up opportunities for which business, including UK businesses can compete.
6. The Future Cities Programme, as part of the PF Mexico Programme, focuses on reducing poverty in Mexico by promoting welfare, social and economic development and investment; specially, looking after developing the skills and capacities in the workforce to meet the international demand of mobility, infrastructure and digitalisation sectors in Mexico.

7. The full requirements are set out in Attachment 2 – Terms of Reference.

CONTRACT PERIOD

8. The contract is to be for a period of twelve weeks beginning on the 3th of September 2018 unless terminated by the Authority.

INCOMPLETE TENDER

9. Tenders may be rejected if information requested is not provided in the tender submission.

RETURN AND RECEIPT OF TENDERS

10. Tenders are to be returned using subject “Future Cities: Infrastructure” by **23:59 (Mexico’s time) on 19th of August 2018** by submitting to the following email address: ukinmexico.ccep@fco.gov.uk. Tenders not submitted via this email address will not be considered.
11. A tender can be submitted at any time up to the time and date stated. The authority is not responsible for non-receipt. Tenders submitted before that date will remain unopened until then. Please ensure your tender is submitted not later than the appointed time. The Authority does not undertake to consider tenders submitted after the deadline. Tenders shall be submitted in English.
12. Questions from bidders should also be submitted to ukinmexico.ccep@fco.gov.uk considering the deadline above.
13. Bidders should upload documents either in standard Microsoft Office formats (Word, Excel, etc), or PDF only. Other formats (e.g. Microsoft Project and internet “free formats”) are not installed as standard on UK government IT networks and such attachments may be rendered inaccessible to the Authority for evaluation purposes. Similarly, the **.rar** format is blocked by most government IT firewalls and will render such files inaccessible to evaluators.

FREEDOM OF INFORMATION

14. The Authority is committed to open government and meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Authority may need to be disclosed by the Authority in response to a request under the Act. We may also decide to include certain information in the publication scheme which we maintain under the Act. If you consider that any information included in your tender is commercially sensitive, please identify it and explain what harm may result from disclosure, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is

commercially sensitive, we may be legally required to disclose it under the Act if a request is received. Please also note that receipt of any material marked “confidential” or equivalent by the Authority should not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking.