

Our Ref: 9T5E-627UFY

Date: 18 May 2015

Dear Sirs,

Ref: 9T5E-627UFY

Title: Email Marketing Platform

You are invited to tender for the above in accordance with the enclosed specification.

Please return your submissions to Stephen Lang at stephen.lang@environment-agency.gov.uk by 5pm on 15 June 2015, 2015. Responses received after this time may not be considered.

When completing your response, please ensure you provide sufficient information to answer each question, to assist the evaluators to score your response. Part 5 of the Information and Guidance document provides more information on how bids will be scored. Please also ensure that you complete and return Appendices A, B and C with your response.

In accordance with the Freedom of Information Act 2000, all information submitted to us may need to be disclosed by us 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 of the information 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 required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the Agency should not be taken to mean that we accept any duty of confidence by virtue of that marking.

If a request is received, we may also be required to disclose details of unsuccessful tenders.

Should you have any queries, please contact Stephen Lang on the email above.

Yours faithfully,

Brooke Engel
Assistant Procurement Officer

The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH.