



Foreign Commonwealth and Development
Office, Bangkok, Thailand

Tel: 011 xxxxx

Email: Harjeet.kaur@fcdo.gov.uk

24.08.2022

Dear Sirs,

ITT for the Contract: Developing a Simple, Inclusive Approach to Digital Identity: Supporting the Further Development of Digital Identity Verification in Thailand.

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 Scoring Methodology and Evaluation Criteria)

Volume 2 – Terms of Reference

Volume 3 – Commercial Pro Forma for the Commercial Tender

Volume 4 – FCDO Below Threshold Services Contract Section 2: Standard Terms and Conditions (v1.0 September 2020)

There are no Additional Information Documents provided.

3. An estimated timetable of the Key Stages:

Provisional Selection of a Preferred Tender	26 September 2022
Contract Sign, Commence Project Delivery	30 September 2022

Deliverable 1: Project Plan and Stakeholder Management Plan	Complete within first three weeks of project commencing
Deliverable 2: A Report on national engagement, national model and national interoperability framework of Digital ID and recommendations of key priority areas to implement changes	February 2023
Deliverable 3: Webinars to present research findings / answer any follow up questions	10 March 2023

4. Your Tender must be submitted using the reference and the Responsible Officer named below in accordance with the enclosed ITT Instructions.
5. **Tenders must be received by [1800 Thailand Time], on [15 September 2022] and be valid for 3 months. Tenders received after the due time and date will not be considered and returned unopened .**
6. If you intend to submit a Tender, you must send an acknowledgement to the Responsible Officer (by e-mail) within **2** 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 Responsible Officer. No enquiries will be answered by the Responsible 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

Harjeet Kaur

Delegated Procurement Officer
FCDO