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**COVERING LETTER TO INVITATION TO TENDER – OPEN PROCEDURE**

12.02.2024

By Atamis e-Tendering Portal

To Whom it May Concern;

***–* Call for competition:** **CF-21717 *–* Invitation to Tender**

Clatterbridge Cancer Centre NHS Foundation Trust is issuing an invitation to tender ("**ITT**") in connection with a competitive procurement of M&E works for a Mop Wash Room located at The Trust’s Paddington Community Diagnostic Centre, Liverpool L7 3EW. The ITT comprises the following documents:

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| **Section A – Instructions and information** | |
| 1 | Introduction and background |
| 2 | Tender timetable |
| 3 | Instructions to Bidders |
| 4 | Tender evaluation methodology and criteria |
| Annex A1 | NHS Terms and Conditions |
| **Section B – Tender Schedules (to be returned by Bidders)** | |
| 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 | Administrative instructions |
| Annex B7 | Form of Tender |

Copies of these documents are available on the e-tendering portal used by the Authority for this procurement ("the Atamis e-Tendering Portal")].

The response documents in Section B of the ITT must be submitted using the e-Tendering Portal by no later than Noon Wednesday 13th March 2024.

If you have any queries relating to this ITT, please see the contact details set out in Section A of the ITT.

Yours faithfully

Emma Seed

For and on behalf of

Clatterbridge Cancer Centre NHS Foundation Trust