



Foreign, Commonwealth & Development Office



Foreign Commonwealth and
Development Office, Seoul, Korea

Email: daeryong.hong@fcdo.gov.uk

7 Oct 2022

Dear Sir/Madam

ITT for the Contract: ROK Approach to Digital Technical Standards

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, Scoring Methodology and Evaluation Criteria

Volume 2 – Terms of Reference

Volume 3 – Schedule of Prices and Rates

Volume 4 – Session 2 Contract: General Terms and Conditions Below
Threshold Service Contracts (v1.0 September 2020)

There are no Additional Information Documents provided.

3. An estimated timetable of the Key Stages:

Stage	Timeline
Provisional Selection of a Preferred Tender	w/c 7 November 2022
Contract Sign, Commence Project Delivery	w/c 14 November 2022
Literature review	w/c 12 December 2022
Mid-point review	w/c 23 January 2023
Full draft for comment	w/c 27 February 2023
Final draft	17 March 2023
Presentation of findings	w/c 20 March 2023

4. Your Tender must be submitted to the Responsible Officer named below in accordance with the enclosed ITT instructions.
- 5. Tenders must be received by 17:00 GMT, on 2nd November 2022 and be valid for 3 months. Tenders received after the due time and date will be returned unopened.**
6. If you intend to submit a Tender, you must send an acknowledgement to the Responsible Officer (by e-mail) within 5 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 5 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

Daeryong Hong

Delegated Procurement Officer

FCDO