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23 April 2018

Dear Sir / Madam

Invitation to Tender
Reference No. FLEET/00683

1. You are invited to tender for the "Provision of Service, Calibration and Support for Sarix T1-T4 SRHPM Micro Erosion Machine" in competition in accordance with the attached documentation.
2. The requirement is set out in the Statement of Requirements.
3. Funding has been approved. The total budget is £20,000.00 (excluding VAT), at £4,000.00 per year in each of the five years.
4. The anticipated date for the contract award decision is 1 June 2018. Please note that this is an indicative date and may change.
5. A Cyber Risk Assessment has been raised for this requirement under Assessment number RAR-2MEF57MP. You must submit a Supplier Assurance Questionnaire against this, at <https://supplier-cyber-protection.service.gov.uk/>
6. You must submit your Tender to arrive no later than 11:00 on 23 May 2018. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of your Tender when you submit it to the Authority. Late Tenders will not be accepted.
7. When you return your tender you must include;
 - Your written proposal to show how you intend to meet the requirement.
 - Completed and signed Annex A confirming your total price.
 - Completed and signed Purchase Order.

- Completed Schedule of Requirements giving your prices for each year (within the approved funding at para 3).
- Confirmation of your acceptance of all Terms & Conditions (including payment through the CP&F/Exostar online payment system) and that you are able to meet the amount required within the requested timeline.
- Completed DEFFORM 68
- Completed and signed Statement Relating to Good Standing.
- A copy of your cyber risk Supplier Assurance Questionnaire (which has been submitted online).

Yours faithfully

L Culshaw
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