# INVITATION TO TENDER

# CONTRACT NUMBER TCA 3/7/1051

**SPECIFICATION FOR - The Procurement and implementation of A Technical Training Database.**

1. You are invited to submit a tender to the MCA for the above named requirement.
2. The specification, Form of Tender, Instructions to Tenderers and tender label are included as part of the tender package. Please read these documents and if you have any queries please direct your questions to the contact details listed in section 8 of this document. Alternatively if you have any questions please can you submit them to the following email address [contracts@mcga.gov.uk](mailto:contracts@mcga.gov.uk)
3. The award of this contract will be from 30th July 2018 for implementation by the end 31st August 2018 with support and maintenance for a further 3 years ending on the 30th August 2021
4. If you do not wish to submit a tender, please return this covering letter using the addressed label which should be clearly marked “**No Tender**”. If you are willing to state your reasons for not tendering this would be appreciated and may help to inform us for future procurement exercises.
5. Please provide one original and one copy marked accordingly of your tender and proposals, including any covering letter, are required. You should also return completed and signed the Form of Tender, enclosed as part of this tender pack.
6. Bidders should provide one original proposal marked original, which includes the pricing schedule and **one copy so marked, which will NOT include any pricing information.**
7. **Tenders must be delivered** **BY 11.00 HOURS ON Monday 25th June 2018.** Late tenders will not be admitted and it is your responsibility to ensure that your tender is received on time.
8. You can obtain further information about contractual issues from Graham Smith Tel: 023081 72258 at The Maritime Coastguard Agency, Spring Place 105 Commercial Road, Southampton, Hants SO15 1EG. Or for any technical issues from Peter Rollason also at above address Tel:020381 72081.

Many thanks