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| All Bidders | Procurement Department |
|  | PO Box 4248 |
|  | Bracknell |
|  | RG42 9QW |
|  | Tel: 01189 046444 |
|  | Email: Max.Mercier@berkshire.nhs.uk  |

18/02/2025

Dear Sirs,

**Re: Tender No. BHFT 0555 – Provision of IT Cabling – ITT Tender Stage**

You are invited to submit a tender for the above-named requirement, under the conditions contained within this Invitation To Tender (ITT) documents. This ITT consists of the following documents:

Document A – ITT Covering letter (i.e. this letter)

Document B – ITT Specification

Document C – ITT Price Schedule

Document D – ITT Evaluation Criteria

Document E – ITT Form of Tender

Document F – ITT Certificate of Bona Fide

Document G – ITT Freedom of Information

Document H – ITT Tender Acknowledgement

Please complete and return the Tender Acknowledgement within 2 working days of receipt of this invitation to tender.

Your SSQ & ITT tender must be submitted via: <https://www.gov.uk/government/organisations/department-of-health-and-social-care/about/procurement>, The **SSQ** must be submitted by latest **12:00 noon**, on **10/03/2025**.

Your **ITT** submission should reach us by latest **12:00 noon, on 28/04/2025** (TBC). Any tender response received later than this date and time will not be considered. We recommend that you do not leave tender submission near its submission date and time.

Your tender should consist of:

* a completed Form of Tender;
* a completed certificate of Bona Fide;
* a schedule covering the Freedom of Information Act;
* all the information required to address the issues identified in Evaluation Criteria;
* a completed price schedule.

You must ensure that you upload all required attachments with your tender response. If you do not submit the required attachments with your tender your bid will not be considered.

If you have any queries, please communicate your message by using BHFT procurement portal <https://www.gov.uk/government/organisations/department-of-health-and-social-care/about/procurement>**.** The end time for clarification questions is **12:00 noon, on 09/04/2025)**.

After submission of tenders, clarification meetings may be arranged with all bidders. Dates for this will be confirmed nearer the time.

Please note that Berkshire Healthcare NHS Foundation Trust (BHFT) does not bind itself to accept the lowest or any tender, nor will it hold itself responsible for any expenses incurred in submitting the tender. Additionally, BHFT reserves the right to accept an offer either in whole or in part.

Yours faithfully,

Max Mercier, Deputy Head of Procurement,

For and on behalf of Berkshire Healthcare NHS Foundation Trust