



14 June 2022

To Whom it may concern.

Procurement of services of a website developer for the ASEAN Sustainable Leadership in Infrastructure Programme.

Reference No: ASLIPWD2022

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 (including Evaluation Criteria)
Volume 2 - Terms of Reference and any Additional Information Documents
Volume 3 - Commercial Tender Proformas
Volume 4 - Section 2 Contract – General Terms and Conditions for Below Threshold Service Contracts (v1.0 September 2020)
3. An estimated timetable of the Key Stages:

Deadline for Tender Submission	10 July 2022 14:00 (UK Time)
Provisional Selection of a Preferred Tender	20 July 2022
Clarification Meeting(s) – if needed	22 July 2022
Contract Award	25 July 2022
Mobilisation	26 July 2022

5. Your Tender must be submitted to APAC.Procurement@FCDO.gov.uk using the reference “**ASLIPWD**” in the subject line accordance with the enclosed ITT Instructions.
6. **Tenders must be received by 14:00 UK time, on 10 July 2022 and be valid for 3 months. Tenders received after the due time and date will not be considered.**
7. Please contact APAC.Procurement@FCDO.gov.uk immediately if any of the ITT documents are missing.
8. All contact with FCDO relating to this ITT must be made through the email address APAC.Procurement@FCDO.gov.uk. To ensure equity, responses will be published and available to all Tenderers (where deemed appropriate by FCDO) without disclosure of the initiator.

Yours sincerely

Mike Collins
Contract Officer
Department for International Trade