Alyssa Hanou

Programme Manager

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*By email*

Date: 1 September 2021

Dear Sir/Madam,

1. On behalf of the Foreign, Commonwealth, and Development Office (FCDO) and the British Embassy Washington DC, I am requesting a quote from you to deliver a written report examining trade and investment opportunities for the Education sector, specifically key areas within Education Technology, in the US and Canada. The goal of the report is to assess which sub-sectors of EdTech would be most suited to focusing trade and investment efforts. Further details on the requirement are set out in the attached Statement of Requirements (“Specification – Education Research Report”).
2. Please include in your reply a nominated point of contact with telephone, e-mail and postal address details.
3. The proposed contract will commence on 18 Oct 2021 and end on 14 Jan 2022.
4. The FCDO will make payment in arrears following delivery of the final report. A Purchase Order number for this requirement will be provided.
5. Your quote should remain valid for 90 days from the required date of receipt. UK-based suppliers should provide all costs in GBP based on a maximum budget of £20,000, and US-based suppliers should provide all costs in USD based on a maximum budget of $27,950. Your quotation should be inclusive of all costs.
6. Your quote must be received by 1700 hours EST on 28 Sept 2021. It should constitute one copy in Excel format and one in Adobe Acrobat (.pdf) format. The .pdf file will be the master copy of your quotation.
7. Send your response to [alyssa.hanou@fcdo.gov.uk](mailto:alyssa.hanou@fcdo.gov.uk), and use the title: “RFQ INT USW 2122 007 Education Research Report”.
8. If you have any questions, please contact Alyssa Hanou, Programme Manager, British Embassy Washington, at [alyssa.hanou@fcdo.gov.uk](mailto:alyssa.hanou@fcdo.gov.uk). Answers will be shared with all bidders. Use the title: “RFQ QUESTION INT USW 2122 007 Education Research Report”. All questions must be submitted by 1700 hours EST on 9 Sept 2021. All questions will be responded to on 14 Sept 2021.
9. Should your proposal be accepted, this request, the attached Statement of Requirement, and your response will form a legally binding contract between you and the FCDO under the Terms and Conditions attached.
10. This Request for a Proposal does not imply any commitment on the part of the FCDO.
11. From 2 April 2014 the Government introduced its new Government Security Classifications (GSC) classification scheme to replace the Government Protective Marking Scheme (GPMS). A key aspect of this is the reduction in the number of security classifications used. All potential suppliers should make themselves aware of the changes as it may impact on this Requirement. The following link to the Gov.uk website provides information on the new GSC - <https://www.gov.uk/government/publications/government-security-classifications>

Best,

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