



The Authority will hold a supplier event on Monday 13th February at 1 Horse Guards Road. This is an opportunity for interested bidders to hear about the graduate development programme first hand, and to submit questions as part of the clarification process (please refer to the full timetable in the Invitation to Tender for details).

The supplier event will take place between the following two time slots:

- 9am to 11am
- 3pm to 5pm

Potential bidders are only required to attend one of the above times. Spaces are limited and will be offered on a first come, first served, basis. Suppliers are asked to bring no more than two representatives from their organisation.

Please contact HMTCommercial@crowncommercial.gov.uk quoting the procurement reference number CCZP16A29 and provide the following information:

- The time slot you wish to attend
- The name(s) and position(s) of the individual(s) wishing to attend
- A contact telephone number for the individual(s)

You will receive an email to confirm whether you have been allocated a place. Details of the event and the questions raised as part of the clarification process will be made available to any suppliers who are unable to attend.

Please contact HMTCommercial@crowncommercial.gov.uk if you have any questions regarding the event.