



Maritime &  
Coastguard  
Agency

Bay 3/19  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

To whom it may  
Concern,

Tel: +44 (0)20 381 72328

E-mail: [contracts@mcga.gov.uk](mailto:contracts@mcga.gov.uk)

Your ref:

Our ref: **TCA 3/7/1066**

1<sup>st</sup> August 2018

## INVITATION TO TENDER FOR PROVISION OF PROPERTY PROFESSIONAL SERVICES

You are invited by the Secretary of State for Transport (from now on referred to as "the Authority") to submit a tender for the above contract.

One original **and one copy (so marked)** of your tender and proposals, including any covering letter, will be required. Your Tender Price should be entered onto the Price Schedule included within the documentation.

**Tenders must be delivered by 11.00 hours on 6<sup>th</sup> September 2018.**

Late tenders will not be accepted, and it is your responsibility to ensure that your tender is received on time.

As part of your tender you should supply the following: -

- The MCA's Form of Tender signed and dated by an authorised representative of the tendering organisation;
- The MCA's provided Price Schedule;
- An outline description of how the tenderer will meet the requirements of the MCA.

SHOULD YOU BE SUCCESSFUL, THESE DOCUMENTS AND ANY SUBSEQUENT CORRESPONDENCE BETWEEN YOU AND THE DEPARTMENT WILL FORM A BINDING CONTRACT BETWEEN YOU AND THE AUTHORITY.

Please read all the documents listed in the Form of Tender. To ensure that all tenderers have access to the same information you can only obtain further information about contractual issues and Technical Information from me (The Contract Officer). All requests must be submitted in writing to me at the above e-mail address.

Yours sincerely,

A handwritten signature in black ink that reads "K. Monk". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Kathleen Monk  
MCA Senior Procurement Officer