



# Foreign, Commonwealth & Development Office

07/12/2022

## **Invitation To Tender: A study on the Financial and insurance services restrictiveness in Thailand**

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:

<b>Stage</b>	<b>Timeline</b>
Sign contract and commence project delivery	18 January 2023
Kick-off meeting with supplier	21 January 2023
Supplier provides draft deliverable	16 February 2023
Check mid-way with supplier	20 February 2023
Draft working report	3 March 2023
Internal presentation	20 March 2023
Supplier provides final deliverable – contract ends	24 March 2023
Payment	27 March 2023

5. Your Tender must be submitted to the Responsible Officer named below in accordance with the enclosed ITT Instructions. The total funding allocated for the delivery of this project is £35,000 inclusive of government tax.
6. **Tenders must be received by 18:00 Bangkok time on Monday 9 January 2023 and be valid for 3 months. Tenders received after the due time and date will not be considered.**
7. If you intend to submit a Tender, you must send an acknowledgement to the Responsible Officer (by e-mail) within **3** calendar days of receiving the ITT. The Delegated Procurement Officer for this project is [Harjeet Kaur](mailto:Harjeet.Kaur@fcdo.gov.uk) ([Harjeet.Kaur@fcdo.gov.uk](mailto:Harjeet.Kaur@fcdo.gov.uk))
8. Please contact the Delegated Procurement Officer immediately if any of the ITT documents are missing.
9. All contact with FCDO relating to this ITT must be made through the Delegated Procurement Officer. No enquiries will be answered before the closing date. To ensure equity, responses will be notified to all Tenderers (where deemed appropriate by FCDO) without disclosure of the initiator.

Yours sincerely

Harjeet Kaur

Harjeet Kaur  
Delegated Procurement Officer / Responsible Officer  
Foreign Commonwealth and Development Office