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|  |  | British Embassy Mexico CityTorre del Ángel Piso 20Av. Paseo de la Reforma 350, Col. Juárez, 06600, Ciudad de México |
|  | October 12, 2021. |

To whom it may concern,

**ITT Title: Ending violence against women and girls (VAWG) in Latin America**

1. The Secretary of State for Foreign, Commonwealth and Development Affairs at the Foreign, Commonwealth and Development Office (hereinafter referred to as “FCDO”) as represented by the **British Embassy in Mexico** invites you to submit a Tender for the provision of **“Ending violence against women and girls (VAWG) in Latin America”** 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)

**Additional Information Documents include**:

Certificate of Bona Fide Tender;

Duty of Care;

3. An estimated timetable of the Key Stages:

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| --- | --- |
| Provisional Selection of a Preferred Tender | 5 November,2021 |
| Clarification Meeting | 9 November, 2021 |
| Contract Award | 12 November, 2021 |
| Mobilisation | 15 November, 2021 |

1. Your Tender must be submitted to the Responsible Officer named below in accordance with the enclosed ITT Instructions.
2. **Tenders must be received by 23:59 Mexico City time, on 31 October, 2021 and be valid for 3 months. Tenders received after the due time and date will not be considered.**
3. If you intend to submit a Tender, you must send an acknowledgement to the Responsible Officer (by e-mail) within 5 calendar days of receiving the ITT.
4. Please contact the Responsible Officer immediately if any of the ITT documents are missing.
5. All contact with FCDO relating to this ITT must be made through the Responsible Officer. No enquiries will be answered by the Responsible Officer within 6 calendar days 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,

Katie James

British Embassy Mexico City

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