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| RBFRS-text-logo-letter | RBFRS-badge-letter |
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|  |  |
| When dialling ask for:Direct telephone line:Email address: | Des Dockerill07786 336 284dockerilld@rbfrs.co.uk | **Royal Berkshire****Fire and Rescue Service**Newsham CourtPincents KilnCalcotReadingBerkshireRG31 7SDTelephone 0118 945 2888Web [www.rbfrs.co.uk](http://www.rbfrs.co.uk)Chief Fire OfficerAndy Fry |
|
|  |
|  |
| 4th November 2015 |

**REF: INVITATION TO TENDER FOR THE SUPPLY NETWORK AND SERVER RESILIENCE SERVICES**

Dear Sirs

Royal Berkshire Fire Authority invites you to tender for the above mentioned supply contract in accordance with the associated documentation.

The information contained in this invitation and the associated documents is confidential and must not be disclosed to any third parties, without the prior written consent of the undersigned. Failure to comply with this requirement could lead to the exclusion of your proposal.

Timescales relating to this invitation to tender are detailed in the table below. **Please note that there will be no option for the Authority to extend the duration of the tender program.**

|  |  |
| --- | --- |
| Invitation to Tender Issue | 5th November 2015 |
| Deadline for Supplier Queries relating to Invitation to Tender | 23th November 2015 |
| Deadline for The Authority to respond to queries | 26th November 2015 |
| Tender Response Return Date | 12 Noon 30th November |
| Evaluation Completed by  | 15th December 2015 |
| Expected Contract Award | 22nd December 2015 |
| Anticipated Contract Start Date  | 1st January 2016 |

The following documents are included with this invitation letter:

ITT Guidance Notes

ITT Form of Tender

ITT Anti Collusion Certificate

ITT Specification

ITT Proposed Terms and Conditions of Contract.

ITT Response Document

Your response should be submitted in accordance with the ITT Guidelines document and the following documents should be included within your response to this invitation:

Completed Form of Tender

Completed Anti Collusion Certificate

Completed Response Document

For further information on Royal Berkshire Fire Authority please refer to our website at <http://www.rbfrs.co.uk/>

Yours sincerely

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Procurement Office