



Foreign, Commonwealth
& Development Office



British High Commission Singapore

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30 October 2023

Dear Sir/Madam,

ITT for the Contract: Delivery of UK-Southeast Asia Tech Week 2024

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)

There are no Additional Information Documents provided.

3. An estimated timetable of the Key Stages:

Provisional Selection of a Preferred Tender	By 17 November 2023
Clarification Meeting(s)	By 23 November 2023
Contract Award, Commence Project Delivery	24 November 2023
Project Completion	31 March 2024

5. Your Tender must be submitted to the Responsible Officer named below in accordance with the enclosed ITT Instructions.

6. **Tenders must be received by 17:00 UK time, on 12 November 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 **5** calendar days of receiving the ITT.
8. Please contact the Responsible Officer immediately if any of the ITT documents are missing.
9. 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

Daeryong Hong
Delegated Procurement Contract Officer
Foreign Commonwealth and Development Office