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| --- | --- | --- | --- |
|  |  | **Bay 3/21****Spring Place****105 Commercial Road****Southampton****SO15 1EG** |  |
|   |  |  |  |
| To whom it mayConcern,  | **Tel:****E-mail:** | **+44 (0)20 381 72173****contracts@mcga.gov.uk** |
| Your ref:Our ref:  | **TCA 3/7/1021** |
| 24 October 2017 |

**INVITATION TO TENDER FOR SHORE SEALING BOOM**

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 21st November 2017.**

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 documents and information set out in section 12 of the Instructions for Submission of Tenders.

SHOULD YOU BE SUCCESSFUL, THESE DOCUMENTS AND ANY SUBSEQUENT CORRESPONDENCE BETWEEN YOU AND THE MCA 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, and must arrive no later than **5pm on 7th November 2017**. The MCA will respond to all queries not later than **5pm on 14th November 2017,** and in the interest of fairness responses will be attached to the Contracts Finder advert for this agreement, so as to be available to all tenderers.

Yours sincerely,

Cheryl Whittle

MCA Procurement Team