

DATE

CONTRACTOR NAME

ADDRESS

For the attention of xxx

**Subject Invitation to Tender (ITT) Number ITT *[Insert ITT Number]*
 Provision of *[Insert Headline Scope Detail]* Services**

[Insert Company Name] is pleased to invite you to submit a Tender for the above referenced services (the "Work") in accordance with the enclosed ITT.

Your Tender must:

- be prepared and submitted in strict accordance with the Instructions to Tender;
- include the information requested by the Tender Response Requirements; and
- comply with the Tender Response Requirements and the terms and conditions of the enclosed Master Terms & Conditions, except as may be specifically noted in your Tender.

Please submit one priced original and one unpriced copy of the tender documentation, together with a full electronic copy of your Tender, to the undersigned at the address in the header hereto.

Tender must be received at the above address no later than *[Insert Date and Time]*.

Tenders received later than this deadline may be rejected. Partial or incomplete Tenders may not be considered.

Tenders must be valid and irrevocable for at least *[insert period]* days after the date of receipt of Tenders shown above.

Please advise, within *[Insert Period]* calendar days of receipt of the enclosed ITT, of your intent to submit or not submit a Tender by returning the attached Form of Acknowledgement and the name and contact details of your designated representative to whom clarifications and/or addenda are to be sent. If you choose not to tender, please return all documents to the undersigned.

Questions concerning this Invitation to Tender should be directed to the undersigned at the email address *[Insert Contact Details]*

You are also requested to submit such details and information which shall enable xxx to carry out a complete and proper evaluation of your Tender. This shall include, as a minimum, the requirements of Tender Response Requirements.

[Insert Purchaser Name] reserves the right to award for the Work in whole or in part, based on any combination of the options contained herein.

Tender Response Requirements –Duplication of Data

[Insert Company Name] is a signatory to the Supply Chain Code of Practice, and as such aims to eliminate supplier data duplication by utilising FPAL and avoiding unnecessary information requests.

In the event that *[Insert Company Name]* has requested information from CONTRACTOR in this ITT which is either i) available in FPAL, or ii) has been recently provided in another ITT issued by *[Insert Company Name]*, then CONTRACTOR should respond as follows, making reference to the relevant section of this ITT:

- 1. Confirm that the requested data is available in FPAL and up to date.**
- 2. Provide the ITT reference and date when the requested information was previously submitted to *[Insert Company Name]*.**

Yours Sincerely,

for and on behalf of *[Insert Company Name]*