



Open Competition

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11 December 2020

Dear Sir/Madam,

MAPPING THE DONOR AND INVESTOR LANDSCAPE IN SCIENCE TECHNOLOGY AND INNOVATION (ST&I) FOR GROWTH AND POVERTY REDUCTION IN AFRICA

ITT Reference No: TBC

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)

Insert one of the following:

There are no Additional Information Documents provided.

3. An estimated timetable of the Key Stages:

Provisional Selection of a Preferred Tender	w/c18 January 2021
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Contract Award	w/c 25 January 2021
Mobilisation	28 January 2021

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 14:00 UK time, on Monday 13 January 2021 and be valid for 3 months. Technical responses should be limited to 5 A4 pages excluding CVs. 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

Steven O'Raw
Delegated Procurement Specialist
Research and Evidence Division