

WEST MERCIA SUPPLIES

INVITATION TO TENDER BASIC STRUCTURE

A typical Invitation to Tender would include:

1. **Invitation to Tender letter** - confirming invitation, return details and contact numbers.
2. **Instructions for tenderers** - general instructions on how to tender and important issues to take into consideration.
3. **Standard Terms and Conditions** - those that will apply to all contracts awarded by West Mercia Supplies.
4. **Award Criteria** - what will be taken into consideration when evaluating tenders and deciding upon a preferred tender.
5. **Special Terms and Conditions** - those applying just to the particular contract in question.
6. **Tender Specification** - which confirms what West Mercia Supplies is looking to be supplied or provided. It is against this that you will need to tender what you are able to offer.
7. **Tender response document** - the document that you need to complete and return as your tender. This incorporates the form of tender and it will also raise specific questions to be responded to and will ask you to provide information against the specification.