



File 250/004

Our Reference: HRD-HW 2/04

Date 21 September 2004

For Addressees - see attached list

For the attention of:

Dear Sir/Madam

**Foreign & Commonwealth Office**

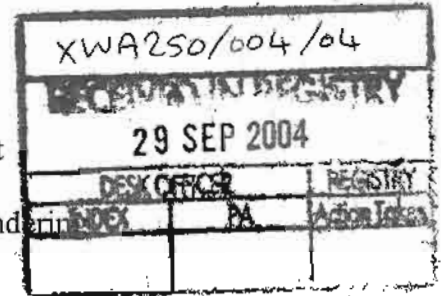
Health and Welfare  
Old Admiralty Building  
London SW1A 2PA  
Telephone: 020 7008 1465  
Facsimile: 020 7008 0623

**INVITATION TO TENDER FOR THE PROVISION OF THE FCO HEALTHCARE SCHEME**

You are invited to submit a tender to the Secretary of State for Foreign and Commonwealth Affairs or his representatives in the Foreign and Commonwealth Office (FCO) (hereinafter referred to as the "Authority" for the above contract).

Enclosed are:

- Annex A Invitation to Tender acknowledgement
- Document 1 Instructions and information on the tendering procedures
- Document 2 Background to Services and existing facilities available to the Contractor
- Document 3 Proposed contract documents
- Document 4 Declaration and information to be provided by tenderer



An address label for the return of your tender is also enclosed

**Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender which must be delivered by 12:00 on Monday, 1 November 2004, in an envelope bearing the enclosed label.**

I should be grateful if you would acknowledge receipt of this letter and enclosed documents by returning the enclosed Tender Acknowledgement Letter (Annex A) by Tuesday, 12 October 2004. If you do not wish to submit a tender, please return the pro-forma together with these documents. As part

of our quality initiative it would be helpful for us to know your reasons for non-tendering. You may wish to use the space provided or enclose a separate letter.

Please contact Strategic Purchasing Manager whose address can be found in paragraph 1 of Document 1 if you have any questions about the tendering procedure, but please note the arrangements in the enclosed instructions (Document 1) for providing you with further information or clarification of the service requirement.

I look forward to your response.

Yours faithfully

Deputy Head  
Health and Welfare Policy  
Foreign and Commonwealth Office