Dear Sir/Madam,

Climate and Health Evidence Map

1. The Secretary of State for International Development at the Department for International Development (hereinafter referred to as “DFID”) 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 (v2.0 February 2019)

   There are no Additional Information Documents provided.

3. An estimated timetable of the Key Stages:

   | Provisional Selection of a Preferred Tender | W/C 10 February 2020 |
   | Clarification Meeting (if required)         | W/C 17 February 2020 |
   | Contract Award                              | W/C 24 February 2020 |
   | Mobilisation                                | W/C 2 March 2020     |

ITT Under Threshold Services – Covering Letter (v2.0 Feb’19)
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 27th January 2020 and be valid for 3 months. Technical Tenders should be limited to 20 pages in length 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 DFID 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 DFID) without disclosure of the initiator.

Yours sincerely

Steven O’Raw
Divisional Procurement Specialist
Research and Evidence Division