**Intention to Tender Letter**

**Name and Address of Tenderer**

**Date**

Title of Tender

Reference: Tender Reference Number

Dear Medicines Discovery Catapult,

I can confirm that we have received the Invitation to Tender documentation.

We have received a complete set of all the documents listed in the Invitation to Tender and all files are in a usable format.

## Please see below a single point of contact for my organisation to be used for the above tender process. I understand that MDC will not be responsible for contacting my organisation through any route other than through the ProContract e-tendering portal.

|  |  |
| --- | --- |
| **Organisation** |  |
| **Name**  |  |
| **Job Title**  |  |
| **Email Address**  |  |
| **Telephone Number**  |  |
| **Postal Address** |  |

**Please delete the relevant statement below and provide a reason if you do not wish to Tender:**

(a) We have read the Invitation to Tender and intend to submit a Tender in accordance with the specified requirements.

or

(b) We have read the Invitation to Tender document and do not wish to tender on this occasion. The reason for our decision is **insert reason**.

Yours sincerely

Name and Position