Dear Supplier,

**Reference – 1044**

**Fire Safety Works Phase 2 borough wide Contract**

Thank you for your interest for the **Fire Safety Works Phase 2 Contract 1044**.

Ealing Council has decided to follow the OJEU Restricted Procedure for tendering. The council will use this information to check that your company is capable of delivering the requirements we seek under this contract.

The pre-qualification questionnaire (PQQ) is the first part of the Restricted Procedure for tendering. It contains instructions on how to provide us with the information and proof we require from you, and details of the London Tender Portal where you need to upload the documents once you have completed it.

Please take the time to read the PQQ. Make sure you understand all the requirements and that you have sufficient time to provide us with the information. A timetable of events is included in the instructions. Please ensure you have sufficient time in which to return the PQQ together with any attachments we require.

 **Please be aware that any PQQ received after 5:00pm on 11th January 2015, will be deemed as late and under our rules, might not be considered further in relation to this tender.**

**All clarification questions to items in the PQQ must be submitted by close of business on the 18th December 2015 via the discussions area in the portal only and we will respond to all clarifications by 22nd December 2015 via the discussions area in the portal only.**

Yours sincerely

**Abigail Acosta**

Procurement for Programmed-Works Team,

Repairs and Maintenance Directorate