

**Provision of A Volunteering Centre and Brokerage Service in the London Borough of Redbridge**

**Market Engagement Meeting Invitation**

The London Borough of Redbridge (“the Authority”) is seeking expressions of interest for the Provision A Volunteering Centre and A Brokerage Service in the London Borough of Redbridge.

A market engagement meeting has been arranged for 3pm on Monday 04th November 2019 at the London Borough of Redbridge, Committee Room 2, Town Hall, 128-142 High Road, Ilford IG1 1DD.

Can you please confirm if you are able to attend and provide details of each delegate. **Please note that there is a maximum limit of two delegates per organisation.**

**Market Engagement Meeting Invitation Response:**

**I will be attending the Market Engagement Meeting on Monday 04th November 2019.**

**Delegate Details:**

|  |  |
| --- | --- |
| Company name  |  |
| Company address  |  |
| Delegate Details  |  |
| Telephone number  |  |
| Email |  |

**Further Information**

This exercise is intended to assess the level of interest, to provide some further information and to give the opportunity for questions to be raised from potential providers.

 **Expression of Interest Instructions**

The Expression of Interest Documents are available from [www.londontenders.org](http://www.londontenders.org). To obtain the Expression of Interest Documents:

* Register your organisation free of charge at [www.londontenders.org](http://www.londontenders.org);
* Await acceptance. You will receive an e-mail confirming your username and password for the London Tenders Portal;
* Use your username and password to log in to the London Tenders Portal and express your interest;
* After you have expressed an interest you will receive an e-mail link to access the Expression of Interest Documentation;
* All submissions must be made via the London Tenders Portal.

**Please submit this response via the London Tenders Portal. Deadline for returning your response 12.00 Noon on Friday 31st October 2019.**