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CORPORATE PROCUREMENT

Website: [www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)

Date: 24 May 2023

Dear Bidder,

****Letter of Invitation to Tender for:** HAC5901 Sanctuary Project**

**1. Introduction**

1.1 Thank you for your interest in respect of this procurement exercise.

1.2 You are invited to submit a tender for the delivery of the above named contract in accordance with the instructions, specifications and other documents contained in the section 2 of the ITT Instructions **(document 01)**. In the event any documents are omitted, please advise the Procurement Officer leading this exercise by sending an email via the e-tendering portal messaging system.

1.3 The London Borough of Tower Hamlets has adopted an “e-Procurement” system for its procurement activities. This Tender process will be conducted entirely via the London tender portal.

**2. About Tower Hamlets Council**

2.1 Tower Hamlets is an inner London Borough in East of the London, and it offers the best of London in one borough. It is the new East End that epitomises both the capital’s past and its future. London has been moving east, and Tower Hamlets is now at its heart. While Tower Hamlets represents a young, vibrant modern city, our history comes from being the hamlets of the Tower of London. This mix of old and new, combined with award winning parks, international cultural destinations, world class learning institutions and one of the largest economies in the UK, makes Tower Hamlets one of the most popular places to live, work, study and play.

### 2.2. Tower Hamlets’ population has grown by almost 20 per cent since 2011 to 308,000 – it is expected to reach 365,200 by 2027 (19 per cent increase).

2.3 Tower Hamlets is seeking to implement a number of policies through its procurement activities and invites its Bidders to commit to these policies and principles when delivering their contracts. These include, but not limited to:

1. *Supply chain Ethical Code of Conduct*
2. *Net Zero Carbon Action plan*
3. *Social Value*
4. *Valuing Diversity*
5. *London Living Wage*

**3 Guidance and Instructions**

3.1 Full guidance and instructions relating to the completion and submission of a compliant tender are outlined within the attached documents listed in section 2 of the ITT Instructions **(Document 01)** and in this letter. You should read all the documents carefully and note the sections/documents that detail the evaluation criteria and process, the closing date for questions and answers submission and other relevant information that Tower Hamlets requires to be submitted. Please ensure that you have answered all the questions asked and upload your response including any supporting documentation requested on or before the deadline for submissions expires.

3.2 If you have any questions or queries relating to this procurement exercise, please raise them through the messaging system of the e-procurement portal. Comments will be recorded, and responses are generally published to all Bidders on an anonymous basis, subject to the provisions in respect of confidential information and the Authority’s FOIA duties as stipulated in the ITT.

3.3 If you are unable or do NOT wish to submit a Tender in response to this invitation to Tender, I should be grateful if you could opt out via the London Tender Portal. As part of our quality initiative, we regularly assess the number of organisations that do not submit a tender.

I look forward to receiving your completed submission.

Yours Sincerely,

Michel Ngue-Awane

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Procurement Officer