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28th July 2022

By e-tendering ProContract Procurement Portal

Dear Sirs

**Direct Marketing Support to The Christie Charity**

**Call for competition: FTS reference number: 2022/S 000-016168**

**Invitation to Tender (“ITT)**

**Authority Reference: CHRT505-2022-23-DES**

The Christie NHS Foundation Trust (the “Authority”) is pleased to inform you that you have successfully completed the initial selection questionnaire ("**SQ**") stage of the above procurement. The Authority is therefore issuing an invitation to tender ("**ITT**") to you in connection with a competitive procurement of Direct Marketing Support to The Christie Charity**.**

It is intended that this process will take place in accordance with the provisions of the procurement documentation but the Authority reserves the right, at its sole discretion, to terminate, amend or vary the process by notice to all tenderers in writing. By conducting this process, the Authority is not bound to enter into any contractual or other arrangement with you or any other tenderer.

The ITT comprises the following documents:

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| **Section A – Instructions and information** |
| 1 | Introduction and background |
| 2 | Tender timetable  |
| 3 | Instructions to Bidders  |
| 4 | Tender evaluation methodology and criteria  |
| Annex A1 | NHS Terms and Conditions |
| **Section B – Tender Schedules (to be returned by Bidders)** |
| Annex B1 | Specification |
| Annex B2 | Tender Response Document  |
| Annex B3 | Commercial Schedule  |
| Annex B4 | Confidential and commercially sensitive information |
| Annex B5 | Administrative instructions |
| Annex B6 | Form of Tender |
| Annex B7 | General Data Protection Regulation (GDPR) |
| Annex B8 | Data Processing Agreement  |

Copies of these documents are available on the e-tendering portal <http://www.supplying2nhs.org> used by the Authority for this procurement ("**the e-Tendering Portal**").

**Shortlisted Bidders Only**

The response documents in Section B of the ITT must be submitted using the e-Tendering Portal by no later than **16.00** on **Monday 29th August 2022**.

If you have any queries relating to this ITT, please see the contact details set out in Section A of the ITT.

Yours faithfully



Ms DE Sinclair
Head of Procurement

For and on behalf of
**The Christie NHS Foundation Trust**