

10 April 2017

Dear tenderer

Victory Housing Trust – Tenant Portal Software Services

Please find published the tender documentation for the Contract for Tenant Portal Software Services.

The published documents represent the formal invitation to tender and consists of the following documentation:-

- Invitation to Tender
- Annex 1 Evaluation and Tender Rules
- Annex 2 Evaluation Criteria and Tender Questions
- Annex 3 Certificate of Non-Collusion
- Annex 4 Form of Tender
- 'Tender Brief for Tenant Portal Software Services' dated 4 April 2017
- Appendices to the Brief: A (including Schedule 3), B, C, D and E

Please note the following:-

1. You are required to return the 'Certificate of Non-Collusion' (Annex 3 to the 'Enquiry), along with your tender bid by **12.00 hours Monday 8 May 2017**.
2. Any queries or clarifications regarding this tender should be submitted in writing to Victory Housing Trust (Mark Turner) or electronic mail mark.turner@victoryhousing.co.uk no later than **12.00 hours Wednesday 3 May 2017**.
3. A compliant bid needs to be submitted to Victory Housing Trust in accordance with the tender documentation (in particular Annexes 1, 2, 3 and 4) no later than **12:00 hours midday on Monday 8 May 2017**.

Yours sincerely

Mark Turner
Procurement Manager

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