

**STANDARD INVITATION TO TENDER COVERING LETTER – EXAMPLE ONLY –
REQUIRES TO BE TAILORED TO THE SPECIFICS OF EACH PROCUREMENT**

Dear Sirs

**ORKNEY ISLANDS COUNCIL INVITATION TO TENDER FOR THE PROVISION OF
[SUBJECT MATTER OF THE CONTRACT]**

You are hereby invited by the Orkney Islands Council (the Authority), to tender for the provision of [subject matter of the contract] specified in this set of documents.

Your tender must be in accordance with the Instructions for Tenderers and Form of Tender enclosed.

It is the responsibility of all Tenderers to ensure that their tender is delivered not later than the appointed time. The Authority will not consider tenders received after that time.

Tenderers should note that that the delivery of tender documents to Orkney can take longer than the next-day service claimed by some couriers and that adequate time for delivery to Orkney must be allowed.

The Authority is not bound to accept the lowest priced or any tender and shall not be bound to accept the Contractor as a sole supplier.

It is important that the enclosed [label/envelope] is used when submitting a tender. Correspondence connected with the tender which requires attention before that date, or communication stating that no tender will be submitted, should be sent in a separate envelope bearing no external reference to the tender number or return date and addressed to the undersigned.

Enquiries regarding this Invitation to Tender should also be addressed to [name] telephone number [insert], e-mail [insert].

Please acknowledge receipt of this Invitation to Tender and its accompanying documents confirming your intention to submit a tender as requested.

Yours faithfully

July 2010