



Your Ref:

Our Ref: AH ITT(181209)

Date: 18/12/2009

Ask For: Ashley Murtagh

Direct Line: 01922 658 471

PROCUREMENT

Dear Tenderer,

Re: Advert for Aiming High and Children's Care Services 2009:

Borough Wide Aiming High Services for Disabled Children and A Borough Wide Service for Care within a Child's Home.

The Invitation To Tender (ITT) document for the above contract is now available. You should ensure that you allow adequate time before the tender return date to download the documents from: http://www.walsall.gov.uk/procurement_open_tenders.htm

Tenders for Services 1 and 2 are to be returned no later than:

12:00 hours (Noon) on 21 January 2010.

Tender for Service 3 are to be returned no later than:

12:00 hours (Noon) on 4 February 2010.

You are advised to read fully the documents, it is the responsibility of all Tenderers to thoroughly read and understand all aspects of the requirements and to raise any queries or to highlight any apparent inconsistencies within the documents in a timely manner, and no later than one week prior to the submission date.

A hardcopy of the Tender document can be requested in writing or by email from procurement@walsall.gov.uk. Hardcopy requests are subject to a £25.00 administration fee to be paid by Cheque to: Walsall Council. Cheques to be sent to the below correspondence address. Emails should be marked for the attention of Ashley Murtagh.

All written correspondence should be addressed to:

Ashley Murtagh
Walsall Metropolitan Borough Council,
Room 17a, 1st Floor Council House,
Darwall Street, Walsall,
WS1 1TP

All enquiries should initially be in writing.

As advised within the tendering document responses should be returned in suitable packaging and correctly labelled.

Yours sincerely,

Ashley Murtagh
Contracts Officer