**Tender Update: No 1**

Dear Bidder

In consideration of current events, please note the following amendments to the tender

* Responses to clarifications will be sent on the 30th March to all bidders who have registered their interest in this tender.
* We will no longer be accepting tenders by post, please send electronically to [A.sylvestre@westminster.ac.uk](mailto:A.sylvestre@westminster.ac.uk)  by noon 15th April 2020, all other rules in relation to submission, will apply.
* The interviews will be conducted remotely and it is likely that the university will seek to carry this out via Microsoft teams, we will clarify the position on this nearer the time if you should be shortlisted.
* Please note below the following changes to the timeline;

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| Response to Clarifications | 30 March 20 |
| Deadline for Tender | **15th April 20** |
| Tender Evaluation | 15 – 27 April 20 |
| Supplier Demonstration/Interviews | 7 -12 May 20 |
| Notify Unsuccessful Companies | 13 – 18 May 20 |
| Issue Provisional Award decision | 13 – 18 May 20 |
| Standstill Period | 13 – 26 May 20 |
| Contract Implementation and Handover | 26 May – 30 June |
| Contract Award (Contract Documents) | 26 May – 12 June |
| Contract start | 1July 20 |