

**To:**

Date:

Dear Sirs

**INVITATION TO QUOTE FOR A NATIONWIDE SURVEY AND  
REPORT INTO DOMESTIC AERIAL SYSTEM CONDITION, TO  
SUPPORT DIGITAL TELEVISION SWITCHOVER**

1. You are invited to submit a quotation and method statement for the supply of the services noted above.
2. The following documents are attached to this invitation and provide details of the requirement:
  - The specification
  - BERR standard terms and conditions of contract (PF31)
3. You are required to complete and return the following items:
  - Price and delivery schedule (PF36)
  - Supplier information form (APIa)
4. Please submit your quotation, in writing, together with the completed BERR documents requested above and a copy of both your Employers' Liability insurance policy and your certificate of insurance under the Employers' Liability (Compulsory Insurance) Regulations (SI 1998 No. 2573), to:

Simon Hicks  
Communications and Content Industries  
Department for Business Enterprise and Regulatory Reform  
1 Victoria Street

London  
SW1H 0ET

Tel: 020 7215 1028

Fax:020 7215 5442

e-mail: [simon.hicks@berr.gsi.gov.uk](mailto:simon.hicks@berr.gsi.gov.uk)

By 16:00 on Friday 19 December 2008

to whom all enquiries concerning this Invitation to Quote should also be addressed.

5. BERR does not undertake to consider quotations received after the due date and time unless clear evidence of despatch is available (eg clear post mark and/or certificate of posting). Envelopes franked by your own franking machine will not be regarded as sufficient evidence of posting.
6. The following instructions are relevant to this Invitation to Quote:
  - You must bear all costs associated with the preparation and submission of the quotation.
  - Prices shall be quoted in pounds sterling unless otherwise stated.
  - Quotations shall remain valid for a period of 28 days.
  - If requested you must provide documentary evidence establishing your eligibility to tender and your qualifications to fulfil the contract if your quotation is accepted.
  - You must provide documentary evidence that goods conform to the quotation documents, which may be in the form of literature, drawings and data.
  - The quotation, all correspondence and all documents relating to the quotation must be written in English. Any literature printed in another language and provided by you to BERR must be accompanied by an English translation of its relevant passages.
  - Where a conflict of interest may exist or arise you must inform BERR and submit proposals for avoiding such conflicts.

7. Any contract will incorporate the Department's Standard Term and Conditions of Contract attached to this invitation. The Contractor's terms will not be applicable to any quotation
8. BERR does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation.

Yours faithfully

Simon Hicks  
for the Secretary of State for Business, Enterprise and Regulatory Reform