



Foreign &  
Commonwealth  
Office

11<sup>th</sup> July 2016

## **CPG/1244/2016 - THE PROVISION OF SPECIALIST CONTRACTORS IN THE ROLE OF JAPAN OUTREACH NETWORK REPRESENTATIVES**

You are invited to submit a tender to the Secretary of State for Foreign & Commonwealth Affairs as represented by the British Embassy Tokyo, for the above mentioned contract.

The requirement is for two specialist contractors; one in Aichi and one in Fukuoka Prefecture, to work as representatives for The British Embassy Tokyo and Consulate General Osaka.

### **Please Note:**

All Tender documentation will be published, and all substantive communication between the Authority and bidders will be conducted via the FCO's eProcurement Portal BRAVOSolution.

Please register with the portal by using the following URL: <https://fco.bravosolution.co.uk/> then navigate to **Project \_940 / ITT \_1241.**

Registering is quick, easy and free and is the only way in which you will be able to review the tender documents and submit a proposal.

Your Tender must be submitted electronically through the BRAVOSolution eProcurement Portal by **15:00 Tokyo time on 12/08/2016.**

**Tenders not submitted via the BRAVO portal will not be considered.**

Sincerely,

Andrew Fisher  
Regional Procurement – Asia Pacific  
Foreign & Commonwealth Office