Our Ref: KI/MB/2025

Date: 14 May 2025

(sent via Elcom Multiquote)

Dear Supplier,

**RE: Minibus Leases KI/MB/2025**

Thank you for expressing an interest in this tender.

The documentation is now available for you to download via the Elcom Multiquote system, this will include:

* 1.0 Tender Letter (Contractors to review)
* 2.0 Procurement Specific Questionnaire (PSQ) (Complete and return)
* 3.0 Invitation to Tender (Contractors to review)
* 4.0 Specification (Contractors to review)
* 6.0 Quality Questions (Complete and return)
* 8.0 Pricing Schedules (Complete and return)
* 9.0 Submission Certificate (Complete and return)
* 10.0 Form of offer (Complete and return)
* 11.0 Terms and Conditions (Contractors to review and agree)

As detailed within the documents, this tender will be conducted as an Open Procedure.

Please return the Procurement Specific Questionnaire and ITT Documents by **Noon on Monday 09 June 2025**

Yours sincerely,

**KIRSTY INGLE**

**Assistant Accountant**