



Department of E-Commerce

Date: 5 July 2016

Dear Bidders

LETTER OF INVITATION

Re: Benchmarking the State of ICT in Bermuda

On behalf of Government of Bermuda, (“Government”), through the Ministry of Economic Development (“Ministry”), the Department of E-Commerce (“Department”) invites companies qualified to perform market research (“Bidders”) to submit a proposal for the work described in the attached Terms of Reference and in accordance with the accompanying documents.

The Department is seeking offers from qualified bidders for the coordination of the State of ICT in Bermuda Survey for 2016 that will document the state of residential and corporate technology, communications and Internet-related activities in Bermuda.

Please find attached the Request for Proposals (RFP) for the State of ICT in Bermuda by way of a survey, which includes the instructions for the preparation and submission of the bids, the rules that govern the bidding process and the form of agreement.

The RFP contains all of:

1. Instruction to Bidders
2. Appendix I: Terms of Reference
3. Appendix II: Bid Submission

Your response must be submitted by way of an electronic mail (email), the subject of which is clearly marked: “State of ICT in Bermuda Surveys to Maryem Biadillah Starling, Senior Analyst at mbstarling@gov.bm. All bids must be received no later than July 22nd, 2016 at 12:00pm. Late submissions will not be accepted.

This Invitation and the attached Request for Proposals (RFP) documents can also be found on the <https://www.gov.bm/procurement-notices> webpage along with any addendums.

All bidders’ questions or enquires must be in writing and sent to Mrs. Biadillah Starling at mbstarling@gov.bm. We ask that you clearly state in the subject line of the email “Enquiry - State of ICT in Bermuda Surveys” and that you detail the area of concern in the body of the email.

Please acknowledge receipt of this invitation letter and the accompanying RFP documents confirming your intention to submit a proposal as requested” by sending an email to Mrs. Biadillah Starling at mbstarling@gov.bm.

This letter is not to be construed in any way as an offer to contract with your firm.

We appreciate your interest in this invitation and look forward to receiving your Bid.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Dr. Marisa Stones'.

Dr. Marisa Stones
Director, Department of E-Commerce
Ministry of Economic Development