



INVITATION LETTER

GENERAL MAINTENANCE OF THE GARDENS AT THE CHANCERY, THE RESIDENCE AND PROPERTIES OF THE MINISTER-COUNSELLOR AND THE COUNSELLOR OF CULTURE AND SCIENCE OF THE SPANISH EMBASSY IN LONDON (UNITED KINGDOM)

The Spanish Embassy in London is pleased to invite you to participate in the tender for the service contract mentioned in the referenced matter.

The base tender budget is 72.000,00 pounds sterling (GBP) (20% VAT included). The expected duration will be three years, from December 1, 2025, to November 30, 2028, with the possibility of a two-year extension and without price revisions throughout the entire period.

The contract must be executed in accordance with the Specific Administrative Clauses (PCAP), the Specific Technical Specifications (PPTP), and the draft contract attached to this letter.

If you are interested, proposals must be submitted under the following terms:

- **Deadline for submitting bids:** The deadline for submitting proposals will be 15 calendar days from the date the invitation to participate in the procedure is sent.
- **Place of submission of bids:** Proposals must be submitted:
 1. On paper, at the Registry of the Spanish Embassy in London, 39 Chesham Place SW1X 8SB, Monday to Friday, from 09:00 h to 14:30 h.
 2. By email, addressed to: emb.londres.adm@maec.es

If the submission is made by post, the Representation must be notified by email within the deadline established for the submission of offers to the address emb.londres.adm@maec.es

- **Form for submitting bids:** The proposal will consist of three separate and independent envelopes, duly sealed and signed by the bidder or their legal representative, complying with the requirements established in clause 8 of the Specific Administrative Clauses Document (PCAP).

Any questions you may have regarding the bidding process should be addressed to the Spanish Embassy in London by email at the following address: emb.londres.adm@maec.es.



In London, on 22nd July 2025

The Ambassador

José Pascual Marco Martínez