Annex 8 - Form of Covering Letter

*Note: The Bidder should copy the following text and submit using company headed paper. Where a group arrangement is proposed the Bidder is required to provide a covering letter on the Lead Organisation’s headed note paper in the following form but signed by each actual/proposed group member.*

Dear Sirs

**Tender submission for the Provision of Services to Generate an Optimised Digital Twin and Integrate Data into West London Waste Reporting Systems**

Having examined the Invitation to Tender (ITT) and other documents made available to us on **06/07/2023** and having satisfied ourselves as to all other matters relevant thereto, we confirm our Bid(s) to enter into a contract with WLWA to provide the Services set out in the ITT.

We enclose our Bid(s), and confirm that these comprise all of the documents required to be submitted in accordance with the matters set out in the ITT.

We confirm that we agree with WLWA in legally binding terms to comply with the provisions relating to confidentiality set out in the ITT.

We confirm that in submitting our Tender, we have satisfied ourselves as to the accuracy and completeness of the information and we certify that the information supplied is accurate to the best of my/our knowledge.

Yours faithfully,

[Signature, Name, Organisation and Position]