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| **Standard Enquiry Form (TAS)**  *To be completed and e-mailed to tenderadvisoryservice@ogp.gov.ie* |

**Your contact details**

**Name:** ­­­­­­

**Company/Tenderer:**

**Address:**

**Email address:**

**Telephone number:**

**Details of contracting authority (e.g. OGP, HSE, LA, Education, etc.)**

**Contracting Authority:**

**Buyer/Contract Manager’s name:**

**Email address:**

**Telephone number:**

**Tender details**

**Tender reference:**

**Tender type (i.e., goods, minor works or services):**

**Value of tender, if available:**

**Stage the procurement activity is at:**

*Please advise us of any impending deadline, for example; for the submission of pre-qualification questionnaires or tenders or the date for the award of the contract, where known)*

**Enquiry**

**What is the enquiry?**

**What action have you taken to date in connection with your enquiry?**

**What response from the contracting authority, if any, have you had?**

*Attach a copy (scanned or electronic) of correspondence which formed part of your clarification process with the contracting authority.*

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*In submitting your details to the Tender Advisory Service you are consenting that this information may be made available to the relevant contracting authority. Any personal information which you volunteer to the OGP will be treated with the highest standards of security and confidentiality, strictly in accordance with the* ***Data Protection Act 1988*** *and* ***the Data Protection (Amendment) Act 2003.***