

Doc 2: Letter of Invitation to Tender

December 06, 2022

Tender ref: IDEA/Student kits/7409/12/2022

Dear Sir/Madam,

SUBJECT: Invitation to Tender for provision of Teaching Kits & Student Learning Material

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- A. Instructions to Tenderers (See Doc 3)**
- B. Terms and Conditions (See Doc 4)**
- C. Price Schedule (See Doc 5a & 5b)**
- D. Tenderer's Relevant Experience (Company Profile) (See Doc 6)**
- E. Tenderers Declaration (See Doc 7)**
- F. Code of Conduct and associated policies – Anti-Fraud Policy (Separate folder)**
- G. NTN & STRN Certificate (with proof of being active).**
- H. At least 03 Relevant purchase orders/contract copies of the similar supplies.**
- I. Proof for the past experience as a registered entity.**
- J. Undertaking for work completion (work completion certificate).**

We look forward to receiving your tender on or before December 20, 2022 before 11:00AM at the address specified in the tender dossier.

Your tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to IDEA.

- 1. Technical Specification**
- 2. Financial Offer**
- 3. Signed Tenderers Declaration**
- 4. Company Certificate of Registration**
- 5. Copy of the NTN**
- 6. Completed 'Tenderers Relevant Experience Form' with supporting Document for reference.**
- 7. List of Current Clients.**

Offers must be submitted in sealed envelopes, marked **"TENDER – Student kits"** not to be opened before **December 20, 2022 before 11:30AM** and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

Muhammad Zahir
Procurement & Logistics Officer
Contact No: 091-5610110