**Doc 2: Letter of Invitation to Tender**

**March 10, 2022**

Tender ref: IDEA/Learning Materials/6514/2022

Dear Sir/Madam,

**SUBJECT: Invitation to Tender for School 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:

1. **Instructions to Tenderers (See Doc 3)**
2. **Terms and Conditions (See Doc 4)**
3. **Price Schedule (See Doc 5)**
4. **Tenderer’s Relevant Experience (See Doc 6)**
5. **Tenderers Declaration (See Doc 7)**
6. **Code of Conduct and associated policies – Anti-Fraud Policy (See separate folder)**

We look forward to receiving your tender on or before March 24, 2022 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 Concern.

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 –** **School Student Learning Material”** not to be opened beforeMarch 24, 2022 **2:30 PM**” 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**