

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

**October 24, 2023**

**Ref# IDEA/Rehab & Maint/8179/11/2023**

Dear Sir/Madam,

### **SUBJECT: Invitation to Tender for Rehabilitation/ maintenance works**

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 price schedule folder for KP)**
- 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 (See separate folder)**
- G. NTN & STRN Certificate (with proof of being active).**
- H. At least 03 Relevant purchase orders/contracts copies.**
- I. Undertaking All construction work, material/items must be 100% according to the specifications, quantity and quality as required.**
- J. Proof for the past experience as a registered entity in the construction sector/trade**
- K. (Certificate of Engineering Council).**
- L. Undertaking for work completion.**

We look forward to receiving your tender on or before November 07, 2023 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 – Rehabilitation/ maintenance works**” not to be opened before **November 07, 2023 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**