



Union Aid



Document 3: Letter of Invitation to Tender

Ref#: UA/AM-6100207/Bid/ 2024/01

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR THE SUPPLY OF FOOD ITEMS, RENOVATION, HEALTH AND HYGIENE KITS.

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

- A. Tender Notice (See Doc 1)
- B. Bid Evaluation (See Doc 2)
- C. Letter of Invitation to Tender (See Doc 3)
- D. Instructions to Tenderers (See Doc 4)
- E. Terms and Conditions (See Doc 5)
- F. Price Schedule Lots (See Doc 6)
- G. Tenderer's Relevant Experience (See Doc 7)
- H. Tenderers Declaration (See Doc 8)
- I. Union Aid Code of Conduct (See Doc 9)
- J. Anti-Fraud Policy (See Doc. 10)
- K. Questionnaire

We look forward to receiving your tender on or before **(04:00 PM 18th Sep 2024)** 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 Union Aid (UA).

- 1. Price Schedule.
- 2. Tenderer's Relevant Experience.
- 3. Tenderers Declaration (Signed/stamped).
- 4. Updated Company Certificate of Registration.
- 5. Company Recent Tax Clearance Evidence.
- 6. 5% Bank Guarantee.
- 7. Best quality samples. Please note that samples provided which do not meet the minimum specifications as per the attached tender dossier, will not qualify to the final tender evaluation process.
- 8. Company Bank Account Details.
- 9. Annual turnover (Bank Statement and audit report).
- 10. Delivery Period

Offers must be submitted in sealed envelopes and Samples must be provided along with the sealed envelope and no samples will be acceptable after closure of bid opening, marked "TENDER - not to be opened before **(10:30 AM, Sep 19, 2024)** and should bear the tender reference specified above on the outside of the envelope for identification purposes.