

**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 18<sup>th</sup> 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.