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

**Date: 05 September 2024**

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR SERVICES/SUPPLIES.**

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. **Tender Notice (See Doc 1)**
2. **Latter of Invitation to Tender (See Doc 2)**
3. **Instructions to Tenderers (See Doc 3)**
4. **Terms and Conditions (See Doc 4)**
5. **Tenderer’s Relevant Experience (See Doc 5)**
6. **UNDERTAKING BY BIDDER**

We look forward to receiving your tender on or before **20 September 2024 (12:00PM)** 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.**
8. **UNDERTAKING BY BIDDER:**

Offers must be submitted in sealed envelopes, marked “TENDER - not to be opened before **20 September 2024 (12:00PM)**” and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely**,**

Procurement Department

Shifa Foundation