**Form B: Letter of Invitation to Tender**

**Date: 14 December 2024**

**Ref # SF/Tender/UNICEF/ENS/001/12-2024**

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 Form A)**
2. **Letter of Invitation to Tender (See Form B)**
3. **Instructions to Tenderers (See Form C)**
4. **Terms and Conditions (See Form D)**
5. **Tenderer’s Relevant Experience (See Form E)**
6. **Undertaking of PSEA**

We look forward to receiving your tender on or before **29th December 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.

1. **Technical Specification of Vehicles**
2. **Company Certificate of Registration**
3. **Copy of the NTN**
4. **List of Current Clients.**

Offers must be submitted in sealed envelopes, marked “TENDER - not to be opened before **2:30pm, 29th** of **December 2024**” and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely**,**

Procurement Department

Shifa Foundation

051-8463460