

Document 2:

Letter of Invitation to Tender

Tender ref: **UA/RFQ/TOR/CLO/001**

Dear Sir/Madam,

SUBJECT: **INVITATION TO TENDER FOR THE SUPPLY OF WINTER CLOTHING**

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. **Instructions to Tenderers (See Doc 3)**
- B. **Terms and Conditions (See Doc 4)**
- C. **Price Schedule Lots (See Doc 5)**
- D. **Tenderer's Relevant Experience (See Doc 6)**
- E. **Tenderer's Declaration (See Doc 7)**
- F. **Union Aid Code of Conduct (See Doc 8)**
- G. **Anti-Fraud Policy (See Doc. 9)**

We look forward to receiving your tender on or before **(01:00 PM on 28th January 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) **Tenderer's Declaration (Signed/stamped)**
- 4) **Technical Specification (Where applicable)**
- 5) **Company Certificate of Registration(Jawaz)**
- 6) **A copy of the valid TIN**
- 7) **Profile including copies of previous Purchase Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form).**
- 8) **Tenderers are required to prove that they have sufficient technical, Professional, and Financial Capacity to execute the contract. To that end, they must provide documentation that confirms the tenderer meets the must-set criteria that will apply.**
- 9) **Bank Statement.**
- 10) **Work Plan: must indicate the period of the project completion cycle.**
- 11) **Work Methodology: must indicate steps and activities for each phase of the project.**
- 12) **Transportation Plan: including tactical and contingency aspects.**
- 13) **Market Availability: tenderers are required to submit a market availability assessment report considering the items indicated in the tender Document.**
- 14) **Bid Security.**

Offers must be submitted in sealed envelopes, marked "TENDER - not to be opened before **(1:30 PM, 28th January 2024)**, and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

Mutawakil Safi

Logistics Officer (KBL)

Union Aid