



**Document 3: Letter of Invitation to Tender**

**Tender Ref#: UA /MI/Bid/2024/025**

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR FOOD ITEMS**

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)**

We look forward to receiving your tender on or before **(04:00 PM 19<sup>th</sup> Feb 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. Technical Specification (Where applicable)**
- 5. Company Certificate of Registration**
- 6. Profile including copies of previous Purchased Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form).**
- 7. Work methodology, the companies showcase their capacities to execute the deliverables professionally.**
- 8. Transportation Plan, to ensure the company exhibits professionalism during transporting the items under the project.**
- 9. Comprehensive Work Plan, covers all the deliverables disaggregated by phases and timeline.**

Offers must be submitted in sealed envelopes, marked "TENDER - not to be opened before **(9:30 AM, Feb 20, 2024)** and should bear the tender reference specified above on the outside of the envelope for identification purposes.