

Document 2:

Letter of Invitation to Tender

Ref#: UA/CO/WA/01

Dear Sir/Madam,

SUBJECT: **INVITATION TO TENDER FOR THE CONSTRUCTION OF WAITING AREA**

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. **Bill of Quantity BOQ & Design (See Doc 5)**
- D. **Tenderer's Relevant Experience (See Doc 6)**
- E. **Tenderers 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 10-Nov-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. **Bill of Quantity (BOQ),**
- 2. **Tenderer's Relevant Experience,**
- 3. **Tenderers Declaration (Signed/stamped)**
- 4. **Technical Specification (Where applicable)**
- 5. **Company Certificate of Registration**
- 6. **Copy of the valid registration certificate, TIN**
- 7. **Profile including copies of previous Purchased Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form).**
- 8. **Bid Security**

Offers must be submitted in sealed envelopes, marked "TENDER - not to be opened before **(1:30 PM, Nov, 10 ,2024)**, and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

Union Aid