

**Document 2:**

## **Letter of Invitation to Tender**

**Ref#: UA/CHW/Q4 & UA/Med/BHCs/004 & UA/MS/BHCs/004**

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR THE SUPPLY OF MEDICINES**

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. 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. Price Schedule,**
- 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. Samples will be called after the documents are checked.**
- 9. 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**