

**Document 2:**

**Letter of Invitation to Tender**

Tender ref: **UA/RFQ/VEH/002**

Dear Sir/Madam,

SUBJECT: **INVITATION TO TENDER FOR THE FACILITATION OF RENTAL VEHICLES.**

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 05 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 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( **Transportation license**) Mandatory**
- 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) **Bid Security. (Mandatory)**

Offers must be submitted in sealed envelopes, marked "TENDER - not to be opened before **(1:30 PM, December 05, 2024)**, and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

**Logistics Officer (KBL)**  
**Union Aid**