

**Document 2:**

**Letter of Invitation to Tender**

**Ref#: UA/CO/LAB/01**

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR THE CONSTRUCTION OF SANDWICH PANEL ROOM**

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 30 Dec 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. Bid Security**
- 4. Tenderers Declaration (Signed/stamped)**
- 5. Technical Specification (Where applicable)**
- 6. Company Certificate of Registration**
- 7. Copy of the valid registration certificate, TIN**
- 8. Profile including copies of previous Purchased Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form).**

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

Yours sincerely,

**Union Aid**