

Doc 2: Letter of Invitation to Tender

Date:17/11/2023

REF: - PPAF-OWN/10-2023/0085

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR SUPPLIES.

Further to your enquiry regarding the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- A. Instructions to Tenderers (See Doc 3)**
- B. Standard Terms and Conditions (See Doc 4)**
- C. Price Schedule (See Doc 5a and 5b)**
- D. Tenderer's Relevant Experience (See Doc 6)**
- E. Tenderers Declaration (See Doc 7)**

We look forward to receiving your tender on or before **12:00 pm on 01-12-2023** at the address specified in the tender dossier. **In case the bidder requires any clarification regarding the specifications or sample, please write to MF within 3 days prior to the closing date of the Bid.**

Your tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to Mojaz Foundation.

- 1. Price Schedule (Financial Offers)- Use format/template available in in tender pack**
- 2. Tenderer's Relevant Experience (Use format/template available in in tender pack) supported by copies of similar nature purchase order/ contract"**
- 3. Tenderers Declaration (Signed/stamped)- Use format/template available in in tender pack**
- 4. Technical Specification (Where applicable)**
- 5. Copy of the valid registration certificate, Sale tax registration number and national tax number**
- 6. Samples. Please note that samples provided which do not meet the required specifications as per the attached tender dossier, will not qualify for the final tender evaluation process.**

Note: Bidder must declare any conflict of interest pertaining to this offer.

Offers must be submitted in sealed envelopes, marked "Tender - not to be opened before **12:30 pm on 01-12-2023**" and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

Name: Inder Jeet Singh
Designation: Incharge Procurement
Contact Number:0300 4831512