**Doc 2: Letter of Invitation to Tender**

**June 15, 2022**

Tender ref: IDEA/Teacher & Student kits/6537-39/06/2022

Dear Sir/Madam,

**SUBJECT: Invitation to Tender for provision of Teaching Kits & Student Learning Material**

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:

1. **Instructions to Tenderers (See Doc 3)**
2. **Terms and Conditions (See Doc 4)**
3. **Price Schedule (See Doc 5a & 5b)**
4. **Tenderer’s Relevant Experience (Company Profile) (See Doc 6)**
5. **Tenderers Declaration (See Doc 7)**
6. **Code of Conduct and associated policies – Anti-Fraud Policy (See Doc 8 & 9)**
7. **NTN & STRN Certificate (with proof of being active).**
8. **At least 03 Relevant purchase orders/contract copies of the similar supplies.**
9. **Proof for the past experience as a registered entity.**
10. **Undertaking for work completion (work completion certificate).**

We look forward to receiving your tender on or before June 22, 2022 before 02:00PM 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 Concern.

1. **Technical Specification**
2. **Financial Offer**
3. **Signed Tenderers Declaration**
4. **Company Certificate of Registration**
5. **Copy of the NTN**
6. **Completed ‘Tenderers Relevant Experience Form’ with supporting Document for reference.**
7. **List of Current Clients.**

Offers must be submitted in sealed envelopes, marked “**TENDER – Teaching kits & Student kits**

**”** not to be opened before **June 22, 2022 02:30 PM**” and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely**,**

**Muhammad Zahir**

**Procurement & Logistics Officer**

**Contact No: 091-5610110**