



Doc 2: Letter of Invitation to Tender

Date :

Tender ref: No:NDF/002/07/2024

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER

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 5)**
- D. Tenderer's Relevant Experience (See Doc 6)**
- E. Tenderers Declaration (See Doc 7)**

We look forward to receiving your tender on or before **(25-08-2024 Time 2:00 pm)** 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 National Disability and Development Forum(NDF).

- 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 minimum specifications as per the attached tender dossier, will not qualify to the final tender evaluation process.**

Offers must be submitted in sealed envelopes, marked "not to be opened before **(25-08-2024 Time 2:00 pm)** and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

Name: Tarique Hussain
Designation: Program Manager
Organization: National Disability and Development Forum(NDF)
Contact Number: 02443-66105