

## Doc 2: Letter of Invitation to Tender

Date: 23/10/2022

REF: IRC/KHI/RAPID/MPCA/SR0000103

Dear Sir/Madam,

SUBJECT: **INVITATION TO TENDER FOR RENTED VEHICLES.**

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)**
- F. Concern Code of Conduct and Associated Policies (Doc 8)**

We look forward to receiving your tender on **02:30 pm 01-11-2022** and should be clearly marked "TENDER - Not to be opened before 03:00pm 01-11-2022" 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 IRC.

- 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 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 "Tender - not to be opened before **03:00pm** on **01<sup>st</sup> Nov 2022**" and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

**Javed Iqbal**  
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