

Doc 2: Letter of Invitation to Tender

<Saibaan Headed Paper>
<Mansehra –11th Jan
2012>

Tender ref: SDO/CWPP/TEN/12/01/0001

Dear Sir/Madam,

SUBJECT: **INVITATION TO TENDER FOR HYGIENE KITS**

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. **Saibaan Terms and Conditions (See Doc 4)**
- C. **Tenderer's Relevant Experience (See Doc 5)**
- D. **Tenderers Declaration (See Doc 6)**
- E. **Programme Participant Protection Policy (See Doc 7)**
- F. **Concern Anti-Fraud Policy 2011 (See Doc 8)**

We look forward to receiving your tender on or before <10:00 hours on Feb 13, 2012 hrs > 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 Saibaan.

1. **Technical Specification**
2. **Financial Offer**
3. **Signed Tenderers Declaration**
4. **Company Certificate of Registration**
5. **Completed 'Tenderers Relevant Experience Form'**
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 <10:00 hours on Feb 13, 2012 hrs >" and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

<Zeeshan Ahmed – Admin/Logistics Manager>