

Doc 2: Letter of Invitation to Tender

December 16, 2023

Tender ref: IDEA/UNHCR/tender/8194/12/2023

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:

- A. Instructions to Tenderers (See Doc 3)**
- B. Terms and Conditions (See Doc 4)**
- C. Price Schedule**
- D. Tenderer's Relevant Experience (Company Profile) (See Doc 6)**
- E. Tenderers Declaration (See Doc 7)**
- F. NTN & STRN Certificate (with proof of being active).**
- G. At least 03 Relevant purchase orders/contract copies of the similar supplies.**
- H. Delivery Time/Schedule**

We look forward to receiving your tender on or before December 22, 2023 before 11:00AM 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 IDEA.

- 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 – Teacher, Student & School supplies for Afghan School"**

not to be opened before **December 22, 2023 before 11:30AM**" 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