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

**March 16, 2024**

Tender ref: **IDEA/UNHCR/Tender/8326/03/2024**

Dear Sir/Madam,

**SUBJECT: Invitation to Tender for provision of White Board for Class Rooms.**

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**
4. **Tenderer’s Relevant Experience (Company Profile) (See Doc 6)**
5. **Tenderers Declaration (See Doc 7)**
6. **NTN & STRN Certificate (with proof of being active).**
7. **At least 03 Relevant purchase orders/contract copies of the similar supplies.**
8. **Delivery Time/Schedule**

We look forward to receiving your tender on or before April 1st, 2024 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 – White Board for Class Rooms.**

not to be opened before **April 1st, 2024 before 11:30AM**” and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely**,**

**Muhammad Zahir**

**Admin & Logistics Officer**

**Contact No: 091-5610110**