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

Date:-18-10-2022

REF: - CMIS No. 1230/10/2022

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:

1. **Instructions to Tenderers (See Doc 3)**
   1. **Standard Terms and Conditions (See Doc 4)**
   2. **Price Schedule (See Doc 5a and 5b)**
   3. **Tenderer’s Relevant Experience (See Doc 6)**
   4. **Tenderers Declaration (See Doc 7)**
   5. **Concern Code of Conduct and associated Polices (Separate folder)**

We look forward to receiving your tender on or before 10:00am on 25-10-2022 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 YOUTH Organization.

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. Not Applicable Vehicles will be inspected only from short listed venders, 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 for Lot No. \_\_\_\_ - not to be opened before 10:30am on 25-10-2022” and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely**,**

**Name: Nomi Kaiser**

**Finance Manager**

**Youth Organization**

**Contact Number: 0333-3822025**