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

**Tender Ref: NOV-24-140**

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR PROVISION OF LAPTOPS**

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 (See Doc 5)**
4. **Tenderer’s Relevant Experience (See Doc 6)**
5. **Tenderers Declaration (See Doc 7)**
6. **Code of Conduct and associated policies – Anti-Fraud Policy (See separate PDF File)**

We look forward to receiving your tender on or before 1130 Hrs on November 21, 2024 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 Concern.

1. **Technical Specification**
2. **Financial Offer**
3. **Signed Tenderers Declaration**
4. **Company Certificate of Registration/Dealership Certificate**
5. **Copy of the NTN**
6. **Completed ‘Tenderers Relevant Experience Form’ with supporting for reference.**
7. **List of Current Clients.**

Offers must be submitted through sealed envelopes, marked as **“NOV-24-140”** on the subject line for identification purposes.

Yours sincerely**,**

Procurement Department

Concern Worldwide

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