

Invitation To Tender Or Bid Letter

[Your Company's Name]

[Your Company's Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Invitation to Tender/Bid for [Project/Contract Name]

Dear [Recipient's Name],

We hope this letter finds you well. On behalf of [Your Company's Name], we are pleased to extend this formal invitation to tender/bid for the [Project/Contract Name].

[Description of Project/Contract]:

Provide a concise overview of the project or contract for which the tender/bid is being invited.

Include the key objectives, scope of work, deliverables, timelines, and any specific requirements or criteria that should be addressed in the submitted bids.

[Tender/Bid Submission Details]:

Include the following information regarding the tender/bid submission process:

1. **Deadline:** Clearly specify the deadline for submission of the tender/bid. Ensure that interested parties have sufficient time to prepare their proposals.
2. **Submission Format:** State the required format for the tender/bid submission, such as physical copies, electronic submissions, or both.
3. **Contact Person:** Provide the name, title, email address, and phone number of the person to whom inquiries regarding the tender/bid should be directed.

4. Site Visits or Pre-Bid Meetings: If applicable, indicate whether there will be any site visits or pre-bid meetings, and provide details about the date, time, and location of such events.

[Selection Criteria]:

Briefly outline the main evaluation criteria that will be used to assess the submitted tenders/bids.

This may include factors such as price, experience, qualifications, technical approach, and any other relevant criteria.

[Confidentiality]:

Emphasize the importance of maintaining the confidentiality of all information shared during the tender/bid process and request that all bidders treat the process and associated documentation with utmost confidentiality.

[Additional Information]:

Include any other relevant information or specific requirements that bidders should be aware of before preparing and submitting their proposals.

We look forward to receiving your competitive tender/bid and believe that your expertise and experience will be invaluable to the successful completion of this project. Should you have any questions or require further clarification, please do not hesitate to contact our team at [Your Contact Email] or [Your Contact Phone Number].

Thank you for considering our invitation to tender/bid. We anticipate a fruitful partnership and eagerly await your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]