

Invitation for Bids

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are pleased to invite you to submit a bid for [description of the goods/services required] as per the specifications outlined below:

Specifications

- [Specification 1]
- [Specification 2]
- [Specification 3]
- [Additional Specifications]

Submission Guidelines

Please ensure that your bid includes:

- A completed bid form
- Price quotation
- Delivery timelines
- Any additional documentation requested

Bid Submission Deadline: [Insert Deadline Date]

It is mandatory to submit your bids electronically to [insert email address or online portal]. Late submissions will not be considered.

If you have any questions or require clarification, feel free to contact us at [contact information].

Thank you for your interest in this procurement opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]