

Official Bid Document

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Subject: Invitation to Submit Bid for [Project/Service Name]

Dear [Supplier Contact Name],

We are pleased to invite you to submit a bid for the provision of [description of goods/services] as part of our supplier selection process for [Project/Service Name].

Bid Submission Details:

- Bid Due Date: [Insert Due Date]
- Bid Submission Method: [Email/Postal Address/Online Portal]
- Contact Person: [Name and Title]
- Contact Information: [Phone Number and Email]

Please include the following information in your bid:

1. Company Profile
2. Relevant Experience
3. Pricing Structure
4. Delivery Timeline
5. Terms and Conditions

We look forward to receiving your bid and appreciate your interest in working with [Your Company Name].

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]