**SAMPLE PUBLICATION ON MEDIA:**

**INVITATION TO TENDER**

Dear madam/sir,

Contract Title:

Description of Service:

[Name of the Organization] invites all interested [Companies/Consultants/NGO’s] to express interest for the service requested in accordance with the Instructions and Information to tenderers.

**Eligibility:** The tendering process is open to all consultants/legally registered companies, NGO’s who want to participate. All consultants/legal registered local firms, NGO’s must be able to document their eligibility to participate according to the requirements of the invitation to tender.

**Obtain of the Tender Dossier:**  The tender dossier, which includes the details of service requested, including instruction for bidders and evaluation criteria, is available by writing to**:** [**email@organization.org]**from **dd/mm/yyyy to dd/mm/yyyy.**

All correspondence regarding this invitation to tender must reference the ITT number in the subject line. No phone calls or in-person inquiries will be entertained.

**Contract Title:**

**Our reference:**

**Project Title:**

**Contract Number:**

**Contracting Authority:**

**Funded by:**

**Address:**

**SAMPLE LETTER OF REFUSAL**

**To:**

**Date:**

**INVITATION TO TENDER:**

**Dear sir/madam**

**Thank you for taking the time to submit your bid to our organization.**

**We have carefully reviewed your bid against our requirements. However, we deeply regret our inability to go ahead with your bid due to the evaluation committee decision. We found your bid well-prepared, but considerably higher than the competition's.**

**Again, thanks for your interest and time. We may discuss it again in future for any of our requirements.**

**Yours sincerely.**

**SAMPLE AWARD LETTER**

TO:

Date:

Subject: INVITATION TO TENDER

Dear sir/madam

We refer to the bid submitted by your company dated [dd/mm/yyyy] for the services of….

I am pleased to inform you that the [Organization Name] has, after prudent consideration of your offer, decided to award the contract to your company.

Therefore we invite you, on dd/mm/yyyy , [15:00] o’clock in our office [address], to discuss the subsequent arrangements.

Please let us know if the time works for you.

Yours sincerely!