

PROCUREMENT OF GOODS - REQUEST FOR TENDER (RFT) LETTER

Date: March 11, 2019

To,
[ATTN]
[ADDRESS]
[POSTAL CODE]
[COUNTRY]

Subject: Request for Tender for Procurement of Goods

To Whom It May Concern / Dear Mr./Mrs.,

The [COMPANY] hereby thank you for your interest in the supply and delivery of [GOODS].

To assist you in the preparation of your offer we enclose the necessary administrative conditions, commercial requirements and technical specifications

Administrative conditions

1. Your company may quote for any or more lots under this request. Each item / lot shall be evaluated and contract awarded separately to the firm(s) offering the most responsive quote per lot.
2. Your quotation should be accompanied by adequate technical documentation and other information for each item quoted.
3. Deadline for submission of your bids is at [DAY, DUE DATE TENDER] at 11:59 AM Local time (GMT 15:00).
4. Location for submission of the bids is [COMPANY] headquarters; [ADDRESS SUBMISSION BIDS].
5. Bid opening session shall take place shortly after the bid submission.
6. Your quotation must be typed and shall be signed by your authorized representative. Without a signature in your *Form of Quotation*, your quotation will not be considered further.

Letter For Tender Document

Mike Jess



Letter For Tender Document:

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