
Tender Letter

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

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

We are pleased to invite you to submit a tender for the [project/contract name] for [brief description of the project/contract]. We have identified your company as a potential supplier/contractor who can meet our requirements and provide quality services/products.

Project/Contract Overview: [Provide a brief overview of the project or contract, including the scope of work, objectives, and any critical details.]

Tender Submission Requirements: Please ensure your tender submission includes the following:

1. **Detailed Proposal:** Outline your approach, methodology, and timeline for completing the project/contract.
2. **Cost Breakdown:** Provide a detailed cost estimate, including all expenses, fees, and taxes.
3. **Company Profile:** Include relevant information about your company, such as your experience, capabilities, and previous similar projects.

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4. **References:** Provide at least [number] references from previous clients.
 5. **Legal and Compliance:** Ensure compliance with all legal and regulatory requirements and provide necessary certifications.

Submission Deadline: Please submit your tender by [submission deadline] to the following address:

[Your Company Name]

[Contact Person]

[Contact Address]

[Contact Email]

[Contact Phone Number]

Evaluation Criteria: Tenders will be evaluated based on the following criteria:

- Compliance with submission requirements
- Quality and feasibility of the proposal
- Cost-effectiveness
- Relevant experience and references
- Compliance with legal and regulatory standards

We encourage you to ask any questions or request further information by contacting [Contact Person] at [Contact Email/Phone Number].

We look forward to receiving your tender and appreciate your interest in this project/contract.

Yours sincerely,

[Your Name]

[Your Title]

[Your Company]