# Letter of Invitation

# REQUEST FOR PROPOSAL

**Ministry of Finance and Economic Development**

**Bairiki, Tarawa**

Republic of Kiribati

To Whom It May Concern,

The **Ministry of [insert name]** invites Proposals from Tenderers to execute the Works described in this Request for Proposal (RFP) as below.

## Procurement No: ****25-W001-23****

Issue Date: 19/12/23

RFP Closing Date: 28/12/23 – 5pm (Tarawa Time)\*

Procurement Title: Request for Proposal (RFP) for [MFED’s toilet renovation]

This RFP consists of the following documents, in addition to this letter, in separate files:

* **Instructions on how to submit the Proposal**
* **Time Schedule for the RFP/procurement process**
* **Specification of Works to be executed**
* **Evaluation Criteria and Method**
* **Specific Contract Conditions for the Supply of Works**
* **General Contract Conditions for the Supply of Works**
* **Certificate of Compliance Form**
* **Availability of Financial Resources form**

A Contractor will be selected based on the competitive procurement procedure described in this RFP.

Sincerely,

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[Koin Uriam Kiritione]

[Secretary]

Official email address: [procurement@mfep.gov.ki](mailto:procurement@mfep.gov.ki)

*\* Please note that late submissions will not be considered*