



## Letter of Invitation

# REQUEST FOR QUOTATION

**[Ministry of Finance and Economic  
Development]**  
Bairiki, Tarawa  
Republic of Kiribati

To Whom It May Concern,

The Ministry of Finance invites Quotations from Tenderers to provide the Services described in this Request for Quotation (RFQ) as below.

**Procurement No:** 25-ss001-25  
**Issue Date:** 26-02-2025  
**RFQ Closing Date:** 03/03/2025– 5pm (Tarawa Time)\*  
**Procurement Title:** Request for Quotation (RFQ) for [Cleaning service]

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

- Instructions on how to submit the Quotation
- Time Schedule for the RFQ/procurement process
- Specification of Services to be provided
- Evaluation Criteria and Method
- Specific Contract Conditions for the provision of Standard Services
- General Contract Conditions for the provision of Standard Services
- Certificate of Compliance Form
- Availability of Financial Resources form

A Service Provider will be selected based on the competitive procurement procedure described in this RFQ.

Sincerely,

Acting Senior Assistant Secretary, MFED.



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

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