# Letter of Invitation

# REQUEST FOR PROPOSAL

**[Ministry of (insert name)]**

[address]

[postal code/city]

Republic of Kiribati

To Whom It May Concern,

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

## Procurement No:

Issue Date: DD-MM-YR

RFP Closing Date: DD-MM-YR – 5pm (Tarawa Time)\*

Procurement Title: Request for Proposal (RFP) for [briefly specify the Consulting Services]

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

* **Instructions on how to submit a Proposal**
* **Time Schedule for the RFP/procurement process**
* **Terms of Reference (TOR) for** **Consulting Services to be provided**
* **Evaluation Criteria and Method**
* **Forms to use in the Proposal** – Technical Forms (narrative, allocation), Financial Form
* **Specific Contract Conditions for the Provision of Consulting Services**
* **General Conditions of Contract for the Provision of Consulting Services**
* **Certificate of Compliance Form**
* **Availability of Financial Resources form**

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

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name of authorized Procuring Officer]

[title]

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

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