# 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 supply the Goods described in this Request for Proposal (RFP) as below.

## Procurement No: Subject to approved APPs

Issue Date: DD/MM/YR

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

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

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 Goods to be provided**
* **Evaluation Criteria and Method**
* **Specific Contract Conditions for the Supply of Specified Goods**
* **General Contract Conditions for the Supply of Specified Goods**
* **Certificate of Compliance Form**
* **Availability of Financial Resources form**

A Supplier 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*