# Letter of Invitation

# REQUEST FOR QUOTATION

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

[address]

[postal code/city]

Republic of Kiribati

To Whom It May Concern,

The **[Ministry of (insert name)]** invites Quotations from Tenderers to supply the Goods described in this Request for Quotation (RFQ) as below.

## Procurement No:

Issue Date: DD/MM/YR

RFQ Closing Date: DD/MM/YR – (Tarawa Time)\*

Procurement Title: Request for Quotation (RFQ) for [briefly specify the Goods]

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

* **Instructions on how to submit a Quotation**
* **Time Schedule for the RFQ/procurement process**
* **Specification of Goods to be supplied**
* **Evaluation Criteria and Method**
* **Specific Contract Conditions for the Supply of Standard Goods**
* **General Contract Conditions for the Supply of Standard Goods**
* **Certificate of Compliance Form**
* **Availability of Financial Resources form**

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

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*