



## Letter of Invitation REQUEST FOR QUOTATION

[Ministry of Environment, Land and  
Agricultural Development]  
Bikenibeu  
Republic of Kiribati

To Whom It May Concern,

The Ministry of Environment, Land and Agricultural Division invites Quotations from Tenderers to supply the Goods described in this Request for Quotation (RFQ) as below.

**Procurement No:** 16-G004-25  
**Issue Date:** 6/11/2025  
**RFQ Closing Date:** 1/12/2025 @5:00pm – (Tarawa Time) \*  
**Procurement Title:** Request for Quotation (RFQ) for LMD office and IT equipment's.

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,

Ms Kinaai Kairo  
OIC MELAD

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

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