

Our Ref: CC/TNT ICT/08-23

Date: 8th August 2023

Dear Sir / Madam

INVITATION TO TENDER FOR THE PROPOSED ICT OFFICE AT TNT SACCO HEADQUARTERS

On behalf of our Employer, TNT SACCO, we are pleased to invite you to tender for the above works.

A full set of tender documents is enclosed herewith. The tender documents have been provided in PDF format and an additional copy of Bill of Quantities in Microsoft Excel file.

COMPLETION OF TENDER

- The Tenderer should print and bind the PDF copy of tender documents provided and duly complete the tender in ink, OR
- The Tender may be filled in the Microsoft Excel file provided. The Tenderer should not alter any text or format of the file provided. The tenderer shall be responsible for the accuracy of his submitted tender and no claim shall be allowed with respect to errors in soft copy provided.
- The Form of Tender Page, page 6/7 MUST be completed in ink and duly signed and stamped. The Final Summary Page, page FS|1, and all summary pages for each section must be printed and stamped.

TENDER RETURN

- A scanned copy of the FULL, duly priced and completed tender document, together with the filled Excel file, including signed pages of Form of Tender, Final Summary Page and all section summaries, should be transmitted via the following emails **on or before 12:00 noon, Friday the 11th of August 2023**, with the subject title 'TNT OFFICE – TENDER'
 1. info@tntsacco.co.ke
- Tenders arriving later than the prescribed time may not be considered.

Please acknowledge the receipt of this invitation and the tender documents and confirm in writing your willingness to submit the tender within the stipulated period.

Yours faithfully

Cornelius Isaboke