Letter of Tender

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| **NOTE TO TENDERERS: Letter of Tender shall be in the Company Letter head.**  ***Note: All italicized text is for use in preparing these form and shall be deleted from the final products.*** |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenderer’s Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Procurement Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: Ahmed Mujuthaba,

Chief Procurement Executive,

National Tender

Ministry of Finance

Male’, Republic of Maldives

We, the undersigned, declare that:

1. We have examined and have no reservations to the Tendering Documents, including Addenda issued in accordance with Instructions to Tenderers (ITT) Clause 8;
2. We offer to execute in conformity with the Tendering Documents of the following Works:

***TES/2019/G-02-Supply, Delivery and Installation of Furniture, Fittings and Partition for 13 Storey Parliament Building***

1. The total lump-sum fixed price of our Tender, excluding Goods and Services Tax (GST) in item (d) and excluding any discounts offered in item (e) below is: …………………………………………………………….;*[amount in numbers & words]*

The amount for Goods and Services Tax (GST) is ……………………………………. ………*….. (Fill in the table below)*……………. *[amount in numbers & words]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Price** | **Goods and Services Tax (GST)** | **Total Price** |
| **Lot-1 Furniture (Book shelves, Filing Shelves and TV Cabinet** |  |  |  |
| **Lot-2 Furniture( Chairs)** |  |  |  |
| **Lot-3 Furniture (Sofa)** |  |  |  |
| **Lot -4 Furniture (Tables)** |  |  |  |
| **Grand Total** |  | |  |

1. The discounts offered and the methodology for their application are: ………………………………;
2. We undertake, if our Bid is accepted, to commence the Works as soon as is reasonably possible and to complete the whole of the Works comprised in the Contract within …………………….. *(days).*
3. Our Tender shall be valid for a period of \_\_\_\_\_\_\_\_ {insert validity period as specified in ITB 18.1.] days from the date fixed for the Tender submission deadline in accordance with the Tendering Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. If price adjustment provisions apply, the Table(s) of Adjustment Data shall be considered part of this Tender;[[1]](#footnote-1)
5. If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering Document;
6. Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries;
7. We, including any subcontractors or suppliers for any part of the contract, are eligible in accordance with ITT Sub-Clause 4.3 and do not have any conflict of interest in accordance with ITB 4.4;
8. We are not participating, as a Tenderer or as a subcontractor, in more than one Tender in this tendering process in accordance with ITB 4.4, other than alternative offers submitted in accordance with ITB 13;
9. Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been suspended from public procurement by the Government, under the laws or official regulations of the Republic of Maldives;
10. We are not a government owned entity/We are a government owned entity but meet the requirements of ITB 4.6;[[2]](#footnote-2)
11. We have paid, or will pay the following commissions, gratuities, or fees with respect to the tendering process or execution of the Contract:**[[3]](#footnote-3)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
|  |  |  |  |
|  |  |  |  |

1. We understand that this Tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
2. We understand that you are not bound to accept the lowest evaluated Tender or any other Tender that you may receive; and
3. If awarded the contract, the person named below shall act as Contractor’s Representative: …………………………………………………………………….

|  |  |
| --- | --- |
| Signed: | ……………………........…{insert signature of authorised person} |
| Name: | ………………………..…{insert complete name of person signing} |
| In the capacity of: | …………….……….........{insert legal capacity of person signing} |
| Duly authorized to sign the tender for and on behalf of | ……………..…………….{insert complete name of Tenderer and Company stamp} |
| Date: | ……... day of ……….…………….. …………. {DD/MM/YY} |

1. *Include if price adjustment provisions apply in the Contract in accordance with PCC Sub-Clause* ***13.8 Adjustments for Changes in Cost****.* [↑](#footnote-ref-1)
2. ***Use one of the two options as appropriate.*** [↑](#footnote-ref-2)
3. ***If none has been paid or is to be paid, indicate “none”.*** [↑](#footnote-ref-3)