

Sample
[For Goods, Works and Non-consulting Services]

INVITATION TO BID

 (Name of the procuring agency) , a (brief introduction of the procuring agency) invites sealed bids from the original manufacturers / authorized distributors / suppliers/Contractors etc. {pick appropriate option(s)}, registered with Income Tax and Sales Tax Departments (applicable requirement of PEC registration in case of works) for supply of (brief description of goods, works or non-consulting services).

2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at (mention the name and complete address from where bidding documents can be collected) . Price of the bidding documents is {mention price, if any, as per Rule 23(5) of Public Procurement Rules, 2004} Bidding documents can also be downloaded from (web address of procuring agency) free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at (mention name and complete address) on or before (mention bid the closing date and time). Bids will be opened the same day at (mention bid opening time at least 30 minutes after bid closing time) . This advertisement is also available on PPRA website at www.ppra.org.pk.

Name & Designation
Address
Phone/Fax Number
Email address: