

# LETTER OF INVITATION FOR BIDS UNDER LIMITED TENDER

*<Location and Date>*

Dear *<Name of Consultant/Vendor>*:

1. APTS invites Proposals to provide the following Goods/ Services: *<Short description of objectives and scope of the assignment>*. More details on the Goods/Services are provided in the RFP.

2. The RFP has been addressed to the following shortlisted consultants/ Vendors:

1. *<List of Shortlisted/Empaneled Consultants/Vendors>*
- 2.
- 3.
- 4.-
- 5.
- 6.

3. Please inform us, upon receipt:

- that you received the letter of invitation; and
- whether you will submit a proposal alone or in association.

4. The RFP Includes the following:

Section 1- Scope of Work & Services along with Functional, Technical & Operational Requirements

Section 2- Commercials & Bidding Terms- Bidding process, evaluation criteria, technical and commercial formats and commercial terms.

Section 3- Contractual & Legal Specifications - Draft Agreement along with SLA

Yours sincerely,

*<Signature, name, and designation of  
Official of APTS>*

Encl: RFP with terms & conditions