Example 1: Invitation to Tender

<insert date>

Tender for: <insert description>

Dear Sirs

Invitation to Tender

The University of Aberdeen invites offers for the supply of <insert description>

Your tender must be submitted in compliance with the following documents which accompany this invitation to tender:-

Instructions to Tenderers
Form of Tender (including Certificate of Tender)
Specification of Requirements for a #
Contract Documents

It is the responsibility of the tenderers to ensure that offers are received by 10.30hrs on <insert date>. Tenders received after this time shall not be considered, but shall be opened, recorded, marked “Late Tender” and returned to sender.

Please acknowledge receipt of this Invitation to Tender by sending a facsimile marked for the ##NAME/TITLE to 01224-27XXXX##, confirming whether you intend to offer.

Yours faithfully

<insert name and title>