**HELP – Hilfe zur Selbsthilfe – Germany,**

***Hamza Inn Compound***

14th February 2022

Our ref: **JB-SSD-24-20-02-2022-043**

**Invitation to Tender for TENDER FOR SUPPLY OF STATIONARY AND OFFICE SUPPLIES**

Dear Sirs and Madams

This is an invitation to tender for the above-mentioned supply contract. Please find enclosed the following documents, which constitute the tender dossier:

1. **Instructions to tenderers**
2. **Draft contract and special conditions, including annexes**

* Draft contract
* Special conditions
* Annex 1: general conditions
* Annex 2 + 3: technical specifications + technical offer (to be tailored to the specific project)
* Annex 4: budget breakdown (model financial offer)
* Annex 5: forms

1. **Tender Submission Form**

We look forward to receiving your tender before the submission deadline at the address specified in the Instructions to tenderers.

By submitting a tender, you accept to receive notification of the outcome of the procedure by. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the address you referred to in your offer.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely ,

**Patrick Williams -Kamara**

***Help – Hilfe zur Selbsthilfe e.V: South Sudan***

***Hamza Inn Compound***

***Block G, Plot No. 4 - Juba Town Area, opposite NOTOS***