

INVITATION TO BID LETTER FORM

Try Smartsheet for FREE

Complete the fillable letter template on pages 2 and 3.

INVITATION TO BID

ACCEPTING BIDS FOR

--

SUBMIT BID TO

--

BID NO.

--

BID OPENING DATE TIME

--	--

BID CLOSING DATE TIME

--	--

To Whom It May Concern,

will be accepting bid proposals for the project listed above.

Bids received after the bid closing date and time listed above will not be accepted.

The purpose of this project is to:

The key project tasks and components include:

If you are at all interested in submitting a bid, please deliver said bid to this name and address, in a sealed envelope. Bids must be prepared and submitted using the bid forms provided and must be signed and authorized in ink.

All bids received by the abovementioned deadline shall be reviewed by

You are reminded to only bid on the items designated in the work write up form. All additional items and tasks will be considered separately from the base bid, should the owner request additional work or delete any tasks from the original scope of work.

has the right to reject any and all bids at their discretion. If you have any questions or concerns or require clarification prior to bidding, please contact:

If selected, you will receive a Bid Award Notice, which will advise the contractor of the date, time, and location of the project kick-off that must take place before work can start. After the kick-off, a Notice to Proceed will be issued by:

Thank you for your time and consideration of this Invitation to Bid.

Sincerely,

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.