**Invitation Letter**

(To be returned within **2 days** of receipt of Invitation)

|  |  |  |  |
| --- | --- | --- | --- |
| From: | <Naas Operator> | | |
| To: | **<V**endor Company> | | |
| Email to: | <NaaS Operator Contact email> | | |
| Process No.: | <Internal NaaS Operator RFx Identifier> | Date: | <Invitation date> |
| Process Title: | <RFx Process Name > | | |

Dear Sirs,

<NaaS Operator> is conducting a <RFI, RFQ, RFP> process to fulfill the following Scope of Work:

<Scope of Work Title>

This scope of work consists of the following <items, products, activities>:

<Insert a brief description of the scope of work, as declared in the Project Charter, including timelines and submission date>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide a response to the Invitation to the above-mentioned project, with confirm that; | | | | |
| **No** | **we do not intend responding on this occasion.** | | | |
| **Yes** | **we intend submitting a response for the above process by the Submission Date** | | | |
| All documents, addenda and communications relating to this process should be addressed to the following Vendor’s Representative: | | | | |
|  | |  |  | **Mail / Courier Address:** |
| **Name** |  | | **Address 1** |  |
| **Title:** |  | | **Address 2** |  |
| **Tel:** |  | | **Post Code** |  |
| **Email 1:** |  | | **City** |  |
| **Email 2:** |  | | **Country** |  |

If not responding, please state reasons for not responding.

|  |  |  |
| --- | --- | --- |
|  | | |
| Authorized Vendor Signatory: |  | Company Stamp |
| Name: |  |
| Title: |  |
| Date: |  |
| Tel: |  |
| Email: |  |