**[](https://www.smartsheet.com/try-it?trp=9158&utm_source=template-word&utm_medium=content&utm_campaign=Invitation+to+Bid+Letter+Form-word-9158&lpa=Invitation+to+Bid+Letter+Form+word+9158)Invitation to Bid Template**

|  |  |  |  |
| --- | --- | --- | --- |
| ACCEPTING BIDS FOR: | | | |
|  | | | |
| SUBMIT BID TO: |  | BID NO. | |
|  |  |  | |
|  | BID OPENING DATE | TIME |
|  | MM/DD/YY | 0:00 |
|  | BID CLOSING DATE | TIME |
|  | MM/DD/YY | 0:00 |

To Whom It May Concern:

[Insert Business/Contractor] will be accepting bid proposals for the aforementioned [Project Name].

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

The purpose of this project is to [Insert Purpose]. The key project tasks and components include: [List Key Tasks & Components].

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 aforementioned deadline shall be reviewed by [Insert Name]. You are reminded to bid only 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.

[Insert Name] has the right to reject any and all bids at their discretion. If you have any questions or concerns, please contact [Insert Name] prior to bidding.

If selected, you will receive a Bid Award Notice, which will advise the contractor of the date, time, and location of the project kickoff that must take place before work can start. After the kickoff, [Insert Name] will issue a Notice to Proceed.

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

Sincerely,

[Signature]

[Your Name]

|  |
| --- |
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