MEMORIAL UNIVERSITY OF NEWFOUNDLAND

DEPARTMENT NAME

INVITATION TO TENDER

Tender Number _______

Tenders are invited and will be received up to 3:00 p.m., Newfoundland Standard Time, OPENING DAY and DATE, 2003, for:

NAME OF TENDER

TENDER DOCUMENTS MUST BE OBTAINED FROM A SERVICE PROVIDER

Further information may be obtained from (YOUR NAME, ADDRESS, PHONE #, E-MAIL ADDRESS, ETC.)

Bids must be submitted on our official "Invitation to Tender” form, placed in a sealed envelope, clearly marked “TENDER NUMBER-NAME OF TENDER" addressed to:

    Tendering Clerk
    Financial and Administrative Services
    Arts and Administration Building, Room A-2022
    Memorial University of Newfoundland
    St. John’s, NL
    A1C 5S7

Those who wish to submit their bid by fax may do so by calling (709) 737-7909

Tenders will be opened publicly in Room, (WHERE OPENING WILL TAKE PLACE) at the time and date specified.

The University does not bind itself to accept the lowest or any submission.