2 May 2025

Dear Sir/Madam,

<u>INVITATION TO TENDER</u>

1. The SAF Yacht Club (herein referred to as "SAFYC"), hereby invites you to quote for the supply for Articles/Services described herein for 3 years period (2025-2028).

2. The documents enclosed in this invitation include:
    a. The response to invitation to tender.
    b. The price format at Annex A.
    c. Scope of requirement at Annex B.

3. Please read the enclosed documents carefully, the response to invitation to tender form lists SAFYC's requirements. Please state your response in the spaces provided. Where a choice has been given, please state your response by deleting the choices which are inapplicable. In the price formation, please state your price and unless preprinted. The duly completed form will constitute your quotation and/or offer to SAFYC.

4. Except with the consent in writing of SAFYC, your company shall not disclose this invitation to quote, or any of its contents of the invitation to quote, including but not limited to the provisions thereof and any information furnished by or on behalf of SAFYC, to any person except to a person, sub-contractor, supplier or agent employed by or engaged by the Company, and only on a need-to-know basis. Your company shall only make use of any information obtained directly or indirectly from SAFYC which are for the purposes of the invitation to quote, and shall not publish or release, nor allow the publication or release of any information or material pertaining to the invitation to quote in any media without the prior written consent of SAFYC.

5. Documents must be submitted to SAFYC by the stipulated closing date via of the following means:

    a. Tender returns are to be submitted to SAFYC in sealed envelope.

6. We wish you every success in this quotation. If you require any further clarifications, please contact SAFYC's representative, whose details are given in the quotation response form.

Yours sincerely,

Peggy Fam
Human Resource Manager