

Sample Press Advertisement for Invitation of Tenders

Tender Notice for the Supply of [Type of goods / services]

Tenders are invited for provision of _____ [Type of goods / services] for _____ [Name and Address of Building]. Companies meeting the eligibility requirements below can contact _____ [Name & telephone number of the appointed Management Committee member or Owners' Corporation staff] from _____ (Date) to _____ (Date) (Working hours: _____ [Time]) for collection of the tender documents at _____ [Address].

Tenders should be sent and deposited into the Tender Box at _____ [Address] on or before _____ [Date & time].

Eligibility Requirements

To be eligible for consideration of its tender, a tenderer should meet the following requirements:
[list of requirements such as size of the company, past experience, job and client reference, etc.]

Owners' Corporation of [Name and Address of Building]

_____ [Date]

Important Note to Owners' Corporation:

The press advertisement should not contain the name of the Manager or any other parties.