

## Letter of Invitation

**Tender / Project Number: MM/COM/26-0006**

**Tender / Project Name: 2 Hoardings – Yalays Street**

1. Upon Paying **AED 500.00 (Five Hundred Dirhams)**, Tender Documents can be downloaded from the email that will be sent to you separately after receiving a soft copy the payment receipt for the mentioned payment. Payment should be as **wire transfer** to the bank account detailed hereinbelow:

Bank Name:	Emirates NBD
Account Holder Name:	MADA MEDIA COMPANY PJSC SOC
IBAN:	AE570260001015900763701
Account Number:	1015900763701
Currency:	AED

1. **Undertaking Letter Instructions:** Undertaking Letter (as per **Appendix F**) should be signed and stamped and **electronically attached with the Technical Proposal**.
2. Offers must be valid for **(120) days**. Mada Media reserves the right to extend the validity of offers for another **(30) thirty days**, if required.
3. The offers must be submitted online through only the email, **at [Proposals@madamedia.com](mailto:Proposals@madamedia.com)**, **without cc'ing any other emails/person(s)**.
4. The submission of the proposals should be: **No later than 11:00 AM of the date of 17-June-2026 for the Technical Proposals**, and **no later than 11:00 AM of the date of 24-June-2026 for the Financial Proposals**.

5. In case the Bidder submit the Financial Proposal in the same date of the Technical Proposal, that will lead to the **rejection** of the full proposal submitted.

**6. Proposals will be opened by Mada Media, and the result will be shared through an official notification:**

The offers will be validated through the designated committee in terms of checking the availability of:

- Colored scanned copy of the attested and stamped undertaking letter.
- Colored scanned copy of the valid Trade License, and the official documents of the authorized signatory (Passport Copy, Emirates ID, POA if applicable)
- Copies of all of RFP, all Appendices (Appendix A, Appendix C, Appendix D, Appendix E, and Appendix F), and any other document will be submitted for the Technical and/or Financial proposal **must be stamped and signed by authorized signatory** of the company.

7. This invitation shall be considered as an integral part of the Tender terms, conditions and Tender Documents.

8. The Bidder should examine carefully the contents of the entire Tender Documents. Failure to comply with the requirements of the tender submission will be at the Bidder's own risk. Offers that are not substantially responsive to the requirements of the Tender Documents will be rejected.

9. The Bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Documents.

10. Offers and all accompanying documents shall be in a language provided for in RFP.

11. The Successful Bidder shall provide Performance Bond as provided in the RFP in the form of Bank Guarantee as per Appendix C – Specimen form of performance bond titled to Mada Media Company PJSC SOC.

12. Mada Media reserves the right to accept or reject any bid without stating the reasons.
13. Mada Media reserves the right to cancel the tender without any legal or financial liabilities.
14. The Tender and offers must comply with the Federal Laws in force in the U.A.E. as well as the applicable Laws of the Emirate of Dubai.
15. Bidders who submit only the **Technical Proposal** are required to provide a **formal regret letter** clearly stating the reason for not proceeding with the submission of the **Financial Proposal**.

Kind Regards,

*Maryam Al Khaja*

**Maryam Alkhaja**  
**Head Contracts & Procurement**