

## Section 1. Letter of Invitation

Nairobi, Kenya  
February 15, 2017

**UNDP/SOM/ITB/2017/001**  
**Supply and Delivery of Uniforms for the Somalia Police Force**

Dear Bidder,

The United Nations Development Programme in Somalia (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 3 – Schedule of Requirements and Technical Specifications
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form
- Section 8 – Form for Performance Security
- Section 9 – UNDP General Terms & Conditions for Goods
- Section 10 - Gender Questionnaire
- Section 11 – Acknowledgement Form
- Section 12 – Document checklist

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

**United Nations Development Programme (UNDP) Somalia**  
**Nairobi Support Office, Pre-fab Block D5,**  
**United Nations Office at Nairobi (UNON) Compound**  
**UN Avenue, Gigiri,**  
**PO Box 28832-00200, Nairobi, Kenya**  
**Tel : +254 20 51 21324**

**Attention: Asha Shidane at**  
**[asha.shidane@undp.org](mailto:asha.shidane@undp.org)**

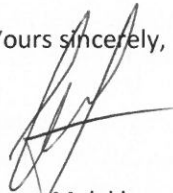
The letter should be received by UNDP no later than February 23, 2017. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Please send the letter via email to [asha.shidane@undp.org](mailto:asha.shidane@undp.org) with cc: [iryna.malykh@undp.org](mailto:iryna.malykh@undp.org)

If you have received this ITB through a direct invitation by UNDP, transferring this invitation to another firm requires notifying UNDP accordingly.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Iryna Malykh', written over a horizontal line.

Iryna Malykh  
Procurement Specialist  
UNDP Somalia Country Office