

## Section 1. Letter of Invitation

Nairobi, Kenya  
June 21, 2017

### Invitation to Bid (ITB) UNDP/SOM/ITB/2017/002/OPS

Dear Bidder,

**Subject: Establish Long Term Agreements (LTAs) for the Supply of ICT Equipment inside Somalia**

The United Nations Development Programme (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 – Terms of Reference

Section 9 – Model Templates for Long Term Agreement & Contract to be Signed, including General Terms and Conditions

Section 10 – Gender Questionnaire

Section 11- Document check list

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, Somalia,  
United Nations Office in Nairobi, UN Avenue, Gigiri  
Prefab D5  
Nairobi Box 28832-00200  
Nairobi, Kenya  
Attention: Asha Shidane  
asha.shidane@undp.org and cc; iryna.malykh@undp.org**

The letter should be received by UNDP no later than **5th July 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.

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,

Iryna Malykh, Procurement Specialist

  
Digitally signed by  
Iryna Malykh  
DN: cn=Iryna Malykh,  
o=UNDP,  
ou=Procurement,  
email=iryna.malykh@undp.org, c=US  
Date: 2017.06.21  
17:33:14 +03'00'