

Section 1. Letter of Invitation

Caracas, Venezuela
August 9, 2017

ITB/041/FUNDAMUSICAL/2017 - ACQUISITION OF TOOLS FOR STRING INSTRUMENTS LUTHERIA AND WIND

Dear Mr. /Ms.,

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 - Instructions to Bidders
 - a) Schedule of Requirements and Technical Specifications
 - b) Related services
- Section 4 - Bid Submission Form
- Section 5 - Documents Establishing the Eligibility and Qualifications of the Bidder
 - a) Compliance Table - Documents
- Section 6 - Technical Bid Form
- Section 7 - Price Schedule Form
- Section 8 - Form for Bid Security
- Section 9 - Form for Performance Security
- Section 10 - General Terms and Conditions of Purchase Orders

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope, should be submitted in accordance with Section 2, no later than **18 August 2017 at 06:00 pm, Official Time of the Bolivarian Republic of Venezuela (GMT: -4 Hrs.).**

You are also kindly requested to submit an acknowledgment letter to UNDP advising whether your company intends to submit a Bid to the following address:

United Nations Development Programme
Avenida Francisco de Miranda, Torre HP, Piso 6, Oficina 6-A. Los Palos Grandes,
Caracas, Venezuela. Phone Number +58-212 208 4444,
E- mail: licitaciones.ven@undp.org
Attention: Adquisition Unit

If your company does not intend to submit an Offer, 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 through contact address identified in the attached Data Sheet, as the focal point for queries on this ITB. The requests for clarification should be received by UNDP no later than 15 days before the deadline for receipt of tenders.

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

Yours sincerely,

Adquisition Unit
UNDP – VENEZUELA