



Request for Proposal (RFP)

12 November 2007

Dear Sir/Madam,

Subject: RFP for the provision of Research and Development (R&D) services on Gender-equitable Local Development (GELD).

1. You are requested to submit a proposal for R&D services for GELD, as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
 - i. Instructions to Offerors (Annex I)
 - ii. General Conditions of Contract..... (Annex II)
 - iii. Terms of Reference (TOR)..... (Annex III)
 - iv. Proposal Submission Form(Annex IV)
 - v. Price Schedule(Annex V)
 - vi. Performance Security Form.....(Annex VI) (delete if not required)
3. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than noon NY time, on Wednesday, 28 November 2007.
UNCDF, 2 UN Plaza, DC2-26, NY, NY 10017, USA
Attention: Maxime Allonce, Procurement Associate
Tel + 1 212 906 5080
Fax + 1 212 906 6479
4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Henriette Keijzers", is written over a horizontal line.

Henriette Keijzers
Executive Secretary, a.i.