

# INVITATION TO BID

ITB/UNDP/TT-SXM/001/2018

**Sint Maarten Recovering Back Better (RBB)**  
**Supply and Delivery of Building & Construction**  
**Materials**  
Sint Maarten



**United Nations Development Programme**

February, 2018

**Section 1. Letter of Invitation**  
**Emergency roof repair program, Sint Maarten**  
**LOT 1a AND LOT 1f**

UN House, 3A Chancery Lane, Port of Spain  
February 20, 2018

**ITB/UNDP/TT-SXM/001/2018 - SINT MAARTEN RECOVERING BACK BETTER(RBB)**  
**SUPPLY AND DELIVERY OF BUILDING AND CONSTRUCTION MATERIALS**

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 - Schedule of Requirements for LOT 1a to LOT 1f-Supply and Delivery of Building and Construction Materials
- 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 - Contract to be Signed, including General Terms and Conditions

**Your offer, comprising of a Technical Bid and Price Schedule breakdown, together in a sealed envelope, should be submitted in accordance with Section 2 on Thursday 15<sup>th</sup> March 2018 at 12: 00p.m Sint Maarten time, to the address indicated below. It should be clearly labelled:**

**United Nations Development Programme**  
**Recovering Back Better (RBB) Project Office**  
**Fouress Building, Suite 4A, Sint Maarten**  
**Subject: ITB/UNDP/TT-SXM/001/2018 Supply and Delivery of Materials**

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

United Nations Development Programme  
Email: [procurement.tt@undp.org](mailto:procurement.tt@undp.org)  
Subject: ITB/UNDP/TT-SXM/001/2018 Supply and Delivery of Materials

The letter should be received by UNDP no later than **Wednesday 7<sup>th</sup> March 2018 4:00p.m.** 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, by the date specified on the Data Sheet.

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

Yours sincerely,

  
Beverly Charles,  
Operations Manager