

# **INVITATION TO BID**

**2018/PROC/UNDP-MMR/PN/090**

**Construction of Post-Harvest Modules and Fermentation Chambers for AD Programme in  
Hopong Township and Loilem Township, Shan State, Myanmar**

**UNODC**  
**Myanmar**



**United Nations Development Programme**

August, 2018

## Section 1. Letter of Invitation

Yangon, Myanmar  
September 24, 2018

**2018/PROC/UNDP-MMR/PN/090**  
**Construction of Post-Harvest Modules and Fermentation Chambers for UNODC AD**  
**Programme in Hopong Township and Loilem Township, Shan State, Myanmar**

Dear Mr./Ms.: *[indicate name]*

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 – Form for Bid Security
- Section 9 – Form for Performance Security
- Section 10 – Form for Advanced Payment Guarantee
- Section 11 – Contract to be Signed, including General Terms and Conditions
- Section 12 – Bill of Quantities
- Section 13 – Drawings

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope or password protected PDF version for email submission, should be submitted in accordance with Section 2.

United Nations Development Programme  
No.6 Natmauk Road, Tamwe Township  
P.O. Box 650, Yangon 11211, Myanmar  
Email: [bids.mm@undp.org](mailto:bids.mm@undp.org)  
*Programme Support Team Leader*

- For hard copy bids, please send your bids in sealed envelopes to **The United Nations Development Programme, No. 6 Natmauk Road, Tamwe Township, Yangon, PO Box. 650, 11211 Yangon** as early as possible before the deadline of **2 October 2018**;
- For electronic submission, please send only the duly completed Bid Documents with above-mentioned ITB No. to [bids.mm@undp.org](mailto:bids.mm@undp.org) (Please attach password protected Bid); Password must be provided to UNDP until the date and time of Bid Opening as indicated in the Datasheet No. 24

- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to [bids.mm@undp.org](mailto:bids.mm@undp.org) you should receive the message subjected 'Success! Your bid was sent to the secured e-mail'. If upon submission you do not receive the confirmation message, please contact [mmr.procurement@undp.org](mailto:mmr.procurement@undp.org) for clarifications.
- Please make sure that the maximum file size of the attachments do not exceed 5 MB. If attachments exceed maximum file size allowed, please send in separate emails with subsequent number in subject line.

The letter should be received by UNDP no later than **2 October 2018, 5:00 pm (Myanmar)**. 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,



Krishna Raj Adhikari  
Head of Common Services & Transaction Services

