



# **REQUEST FOR PROPOSALS**

**Review and Redetermination of UNDP & UNCDF's Asset Capitalization  
Thresholds**

**U.S.A.**



**United Nations Development Programme**  
**April, 2013**

## **Section 1. Letter of Invitation**

**Subject: RFP – Review and Redetermination of UNDP & UNCDF's Asset Capitalization Thresholds**

Ref: RFP/UNDP/OFRM/004/2013

April 12, 2013

Dear Sir/Madam,

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject, as per the enclosed Terms of Reference in Section 3.

The purpose of this present tender is to conclude a Contract for Professional Services with the successful Proposer.

To enable you to submit a proposal, the following documents are enclosed:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Contract for Professional Services, including General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2.

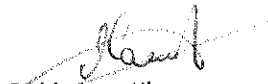
Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to submit a letter advising whether your company intends to submit a Proposal to UNDP at the following email address: [shadi.hussein@undp.org](mailto:shadi.hussein@undp.org) and cc [bakhtiyor.khamraev@undp.org](mailto:bakhtiyor.khamraev@undp.org). The letter should be received by UNDP preferably no later than **17 April 2013**.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Bakhtiyor Khamraev', is positioned above the printed name.

Bakhtiyor Khamraev  
Chief, Central Procurement Unit  
BoM/Procurement Support Office  
United Nations Development Programme