

## Section 1. Letter of Invitation

Belmopan  
July 11, 2013

### **Hydrological Assessment of Belize's Ground Water Resources Consultancy- Savannah Province**

Dear Mr./Ms.:

The United Nations Development Programme in Belize on behalf of the Government of Belize within the framework of the project entitled **"Enhancing Belize's Resilience to Adapt to the Effects of Climate Change – 00083646"** hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- 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.

You are kindly requested to submit an acknowledgment letter to UNDP by email to [procurement.bz@undp.org](mailto:procurement.bz@undp.org) or to the following address:

United Nations Development Programme Belize  
3rd Floor Lawrence Nicholas Building  
South Ring Road, Belmopan  
Cayo District, Belize C.A.  
Attention: Procurement Unit

The letter should be received by UNDP no later than 22<sup>nd</sup> July 2013. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to

another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

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,



*Procurement Unit*