



28 October 2019

Dear Valuable Vendors,

**Subject: Invitation for Micro Grant Proposal Submission to support Implementation of
“Facilitating and Assisting Forest Area Management by Villages in East Kutai
District, East Kalimantan Province”**

The United Nations Development Programme (UNDP) hereby invites you to submit a Micro Grant Proposal to this request for the above-referenced subject. The scope of work and other detail related to this requirement are explained in the attached Terms of Reference (TOR).

Your offer, comprising of a Technical Proposal, Financial Proposal and Request of Information (RFI) using the attached form in separate sealed envelopes. You are kindly requested to submit an acknowledgement letter to UNDP to the following address:

**United Nations Development Programme
Menara Thamrin, 10th Floor
JI MH Thamrin Kav 3
Jakarta Pusat – 10250, Indonesia
Attention to: UNDP KALFOR Project**

The letter should be received by UNDP not later than 17:00 hours, Monday, 11 November 2019, local Jakarta time. The same letter should advise whether your organizations intends to submit proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Should you require further clarifications, kindly communicate with the contact person identified in the attached data sheet as the focal point for queries in this regard.

UNDP look forward to receiving your proposal and thank you in advance for your interest in UNDP procurement opportunities.

Sincerely Yours,

A handwritten signature in blue ink, appearing to read 'Anton Sri Probiyantono', is positioned above the printed name.

ANTON SRI PROBIYANTONO

Programme Manager for Environment Unit