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Resilient nations.*

## **INVITATION TO BID**

**UNDP/SOM/ITB/2013/009/OPS/STATIONERY & TONERS  
Supply of Environmentally Sustainable Office Stationery & Toners  
for UNDP Somalia on Long Term Agreement (LTA) Basis**

**Somalia**

**United Nations Development Programme**

October, 2013

## Section 1. Letter of Invitation

Nairobi, Kenya  
October 10, 2013

### Invitation to Bid (ITB) UNDP/SOM/ITB/2013/009/OPS/STATIONERY & TONERS

Dear Bidder,

**Subject: Establishment of Long Term Agreements (LTAs) for the Supply of Environmentally Sustainable Office Stationery & Toners**

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 – Contract to be signed, including General Terms and Conditions
- Section 9 – Document Checklist

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope, should be submitted in accordance with Section 2.

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

**United Nations Development Programme (UNDP), Somalia,  
United Nations Office in Nairobi (UNON) Complex, UN Avenue, Gigiri,  
Prefab Block D5  
PO Box 28832, 00200  
Nairobi, Kenya  
Tel.: +254- 20- 5121339**

**Attention: Asha Shidane  
asha.shidane@undp.org and cc; jennifer.nielsen@undp.org**

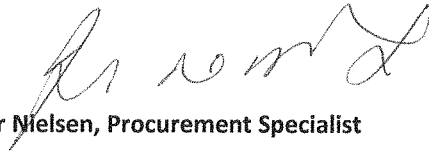
The letter should be received by UNDP no later than **18th October, 2013**. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

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,

A handwritten signature in black ink, appearing to read 'Jennifer Nielsen', is written over the printed name.

**Jennifer Nielsen, Procurement Specialist**