

Section 1. Letter of Invitation

December, 2013

Sainte Marie Football Field Rehabilitation

Dear Mr./Ms.

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**

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 to the following address:

United Nations Development Programme
Log Base de la Minustah, Area 5
Toussaint Louverture & Clercine 18 Port-au-Prince, Haïti
Attention: Procurement unit

The letter should be received by UNDP no later than *January 08, 2014 at 11hAM*. 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,


Deputy Country Director