

## Section 1. Letter of Invitation

Ashgabat  
10 June 2014

### **Request for proposals for the events management to the UNDP in Turkmenistan (accommodation, organization and conduction of events, transportation services, and provision of simultaneous translation equipment)**

Dear Mr./Ms.: *[indicate name]*

In connection with the procurement of events management services for accommodation, organizations and conduction of events, provision of simultaneous translation equipment and transportation services of UNDP staff and the citizens arriving for UNDP activities, the United Nations Development Programme in Turkmenistan on its behalf and on behalf of the UNDP Projects in Turkmenistan invites interested companies engaged in the hotel business and the organization of events located in the cities Ashgabat and Turkmenbashi, send your proposals for the competition.

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 – Long-term agreement, including General Terms and Conditions and request for services form

**Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2 before COB 18.00 pm, 10 July 2014.**

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

United Nations Development Programme  
Email: [gulnara.annaberdiyeva@undp.org](mailto:gulnara.annaberdiyeva@undp.org)  
Attention: Gulnara Annaberdiyeva, Procurement Associate

*The letter should be received by UNDP no later than COB 23 June 2014.* 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,

*Jacinta Barrins*  
Jacinta Barrins, UNDP Resident Representative

