



## **INVITATION TO BID**

**CLEANING SERVICES**  
**Administrative Services Division**

**ITB/UNDP/ASD/ 008/2014**  
**Bureau of Management (BoM)**  
**New York, USA**



**United Nations Development Programme**  
**October 2014**

## Section 1. Letter of Invitation

22 October 2014

Dear Vendor,

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the provision of cleaning services for UNDP New York Headquarters offices, specifically located within the FF Building at 304 East 45<sup>th</sup> Street, New York, NY.

The purpose, therefore, of this Invitation to Bid is to conclude a Long Term Agreement (LTA) with a qualified Bidder for this requirement for a period of three years. While UNDP intends to enter into a long-term arrangement, UNDP does not guarantee that it will place orders for any specific quantity and is not bound by the LTA to purchase any minimum amount of services.

This ITB includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 3 – Terms of Reference
- 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

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

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

United Nations Development Programme  
ugyen.tobgay@undp.org with a copy to karla.dalimunthe@undp.org

The letter should be received by UNDP no later than 29 October 2014. 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.

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,



Bakhtiyor Khamraev  
Chief, Central Procurement Unit  
Procurement Support Office  
Bureau of Management

