

INVITATION TO BID

**Print and distribution of the 2015 Human Development Report (in 5 languages),
Summary (in 6 languages), Posters and Press Kit Folders**

**ITB/UNDP/ 001/2015/HDRO
Bureau of Management (BoM)
New York, USA**



United Nations Development Programme

January 2015

Section 1. Letter of Invitation

16 January 2015

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 Print and distribution of the 2015 Human Development Report (in 5 languages), Summary (in 6 languages), Posters and Press Kit Folders. The purpose, therefore, of this Invitation to Bid is to conclude a Contract with a qualified Bidder for this requirements.

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 – 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 21 January 2015. 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,



Karla Dalimunthe
Procurement Specialist