

REQUEST FOR PROPOSAL

**LONG TERM AGREEMENT (LTA) FOR THE PROVISION OF CONSULTANCY AND SUPPORT
PERSONNEL SERVICES TO FACILITATE THE IMPLEMENTATION OF UNDP YEMEN
PROJECTS**



United Nations Development Programme

July, 2015

Section 1. Letter of Invitation

Sana, Yemen
July 12, 2015

LONG TERM AGREEMENT (LTA) FOR THE PROVISION OF CONSULTANCY AND SUPPORT PERSONNEL SERVICES TO FACILITATE THE IMPLEMENTATION OF UNDP YEMEN PROJECTS

Reference: RFP-YEM-0027-2015

Dear Sir/Madam,

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

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 Form, including General Terms and Conditions.
- Section 9 – Call – Off Contract for Professional Services Form
- Section 10 – Checklist for Submittals.

Your proposal, comprising of a Technical and Financial Proposal, in separate sealed envelopes, 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, Yemen
Sixteen Street near to Ministry of Human Rights
P.O Box 551 Sana'a, Republic of Yemen
Attn. Waleed Alkadri, Procurement Associate
Telephone: +967 1 448605 Fax: +967 1 448892

Or by e-mail to the following e-mail address: procurement.yemen@undp.org

If you decided not to submit proposal, UNDP would appreciate your indicating the reason for not intending to participate if so, this will be only for its records.

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,


Mahamed Hassen, Deputy Country Director (Operations)