

# **REQUEST FOR PROPOSALS**

**Capacity Building for Disaster Risk Management in two key sectors of  
Trinidad and Tobago**

**Disaster Risk Management ODPM-UNDP Capacity Development  
Project: Capacity Development for Disaster Risk Management in  
Selected Ministries of the Government of Trinidad and Tobago**

Trinidad & Tobago



**United Nations Development Programme**

July, 2015

## **Section 1. Letter of Invitation**

3a Chancery Lane, Port of Spain  
July 16, 2015

### **Capacity Building for Disaster Risk Management in two key sectors of Trinidad and Tobago**

Dear Tenderers

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 – Contract for Professional Services, including General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, should be submitted in **two (2)** separate sealed envelopes in accordance with section 2. D 23.1. All proposals submitted must reach UN House 3A Chancery Lane, Port of Spain no later than: Thursday 13th August 2015 at 1600 hours (Trinidad and Tobago time) and subject stated exactly as worded below:

**RFP FOR CAPACITY BUILDING FOR DISASTER RISK MANAGEMENT IN TWO KEY SECTORS OF TRINIDAD AND TOBAGO – TECHNICAL PROPOSAL**

**and**

**RFP FOR CAPACITY BUILDING FOR DISASTER RISK MANAGEMENT IN TWO KEY SECTORS OF TRINIDAD AND TOBAGO – FINANCIAL PROPOSAL**

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

United Nations Development Programme  
UN House 3A Chancery Lane, Port of Spain  
Subject: Capacity Building for Disaster Risk Management  
Email address: registry.tt@undp.org

The letter should be received by UNDP no later than July 30, 2015 at 4.00p.m. 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,

A handwritten signature in black ink, appearing to read 'B. Charles', with a long horizontal flourish extending to the right.

Beverly Charles  
Operations Manager