

REQUEST FOR PROPOSALS

RFP/MAR2016/002

Consultancy services to develop and deliver technical training modules in protected area management for Mauritian protected area institution staff

Project ID: 00073392

Expanding coverage and strengthening management effectiveness of the protected area network on the island of Mauritius (Protected Area Network (PAN)) Project



**United Nations Development Programme
22 June 2016**

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Section 1. Letter of Invitation

Date: 22 June 2016

RFP/MAR2016/002 - for Consultancy services to develop and deliver technical training modules in protected area management for Mauritian protected area institution staff

Dear Mr./Ms.:

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 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:

UNDP Mauritius and Seychelles Country Office
6th Floor, Anglo Mauritius House
Intendance Street
P.O Box 253
Port Louis
Mauritius
Tel: (+230) 212 3726
Fax: (+230) 208 4871
Email: registry.mu@undp.org
Attention: The Head of Procurement Unit

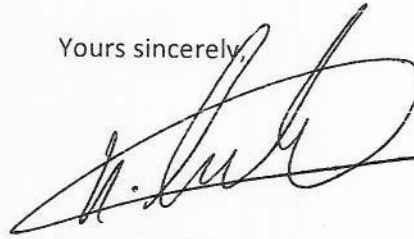
The letter should be received by UNDP no later than **27 July 2016, 16 00 hrs local time**. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

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 person 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 'K. Leelah', with a large, sweeping flourish extending from the end of the signature.

Keswar Leelah

Operations Manager