



**UNITED NATIONS**  
**LESOTHO**  
— Delivering as One —

## **REQUEST FOR PROPOSALS**

**Design and Graphics Services on Long Term Agreement (LTA)  
Lesotho**

**Harmonized Procurement REF: LTA/2016/02**

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

August 2, 2016

### **Establishment of Long Term Agreements (LTAs) for Design and Graphics Services REF: LTA/2016 02**

Dear Vendor:

The United Nations Development Programme (UNDP) on behalf of UN Agencies in Lesotho 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, in separate sealed envelopes, should be submitted in accordance with Section 2.

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 thank you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,



Christy Ahenkora,

Deputy Resident Representative and Chair of OMT