

# **REQUEST FOR PROPOSALS**

## **Consultancy Services for the Mid-Term Evaluation of the Pro PALOP-TL SAI Project Cabo Verde**



**United Nations Development Programme  
April, 2016**

<b>Deadline of Submission</b>	<b>Date: May 23, 2016 Time: 15:00 – Cabo Verde Time</b>
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## Section 1. Letter of Invitation

Praia, Cabo Verde  
April 27, 2016

### Subject: Consultancy Services for the Mid-terms Evaluation of the Pro PALOP-TL SAI Project

Dear Sirs:

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, in separate sealed envelopes or email, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following email: [procurement.cv@cv.jo.un](mailto:procurement.cv@cv.jo.un) or address:

The Joint Office of UNDP, UNFPA and UNICEF  
Av. OUA, Achada Santo António, Praia, Cape Verde  
Attention: Operations Unit

The letter should be received by UNDP no later than **May 6, 2016**. 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,  
  
Ilaria Carnevali, Deputy Resident Representative

