



REQUEST FOR PROPOSALS

**Long Term Agreement (LTA) for the provision of
Professional Consultancy Services for removing barriers
for Energy Efficiency in Cabo Verde Appliances Sector
Ref: RFP/06/2016
Cabo Verde**

**The Joint Office of UNDP, UNFPA and UNICEF
June, 2016**

Deadline of Submission	Date: July 15, 2016 Time: 15:00 – Cabo Verde Time
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Section 1. Letter of Invitation

Praia, Cabo Verde

June 14, 2016

Subject: Long Term Agreement (LTA) for the provision of Professional Consultancy Services for removing barriers for Energy Efficiency in Cabo Verde Appliances Sector

The United Nations Development Programme (UNDP) hereby invites all interested bidders 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.org or address:

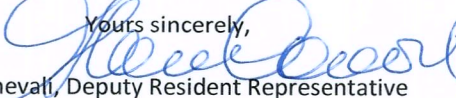
The Joint Office of UNDP, UNFPA and UNICEF
Av. OUA, Achada Santo António, Praia, Cape Verde
Attention: Operations Unit

The letter should be received by UNDP no later than **July 1, 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