

## **IMPORTANT** **Request for Proposal**

July 27, 2009

Dear Sir/Madam,

**Subject: Request for Proposal for holding and & facilitating Nineteen (19) 3-day workshops (Eight in Tehran and Eleven in different cities of Rasht, Hamedan, Shiraz, Ahwaz, Zahedan, Esfahan, Kerman, Tabriz & Mashhad) for training supervisors of core peer groups in prisons on HIV/AIDS**

You are invited to submit a proposal for holding and facilitating of the above workshops. To enable you to submit a proposal, attached are:

- Annex I -** Instructions to Offerors
- Annex II -** General Conditions of Contract
- Annex III- A** Terms of Reference for four 3-day workshops in Tehran
- Annex III- B** Terms of Reference for one 3-day workshops in each of six different cities
- Annex IV-** Questionnaire
- Annex V-** Proposal Submission Form
- Annex VI-** Financial Proposal Template
- Annex VII-** Technical Evaluation Criteria (for your information only; to be used by UNDP)

I would like to assure you that the information received from you will be kept confidential for the sole and internal consideration of UNDP. Please allow me to bring to your attention that UNDP reserves the right to disqualify your firm from further evaluation if (1) your firm fails to submit the complete questionnaire and proposal before the mentioned deadline; (2) the evaluation panel finds your firm not suitable for the assignment. In addition, kindly note that this inquiry contains no contractual offer of any kind and should not be regarded as an acceptance of any offer by the UNDP.

Depending on the capacity and resources of your organization you might be interested in holding workshop in Tehran and/or other cities. In this case, please ensure that you study the relevant Terms of Reference (III-A and III-B) and that please submit **a separate technical and financial offer for each city** and mark the envelopes as instructed in Section D of Annex I.

Your offer comprising of completed questionnaire (as per Annex IV) and other technical documents and financial proposal (as per Annex V) along with all other supporting documents should be sent **in two separate sealed envelopes marked "Holding and & facilitating workshops in [name of city] the following address no later than 12 noon of 16 August, 2009 (Mordad 25, 1388 - Iranian calendar).**

Procurement Unit  
United Nations Development Programme  
# 8 Shahrzad Blvd, Darous, Tehran - Iran

**Important notes:**

- Submissions received after the mentioned date will not be evaluated and will be returned to the offeror un-opened.
- Submissions that do not include all requested documents mentioned in Item 7 of Annex I will not be evaluated.

- Your offer must be valid for at least 90 days.
- If you request additional information, please provide us with official letter/fax, telephone inquiries cannot be replied.
- The offeror shall bear all costs associated with the preparation and submission of proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of solicitation

If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Sincerely,  
Demis Koucharian



Procurement Associate