

REQUEST FOR PROPOSAL

Date: 30 December, 2009

Dear Sirs,

Subject: **Procurement of Travel Management Services to UNDP Moldova**

UNDP Moldova CO hereby undertaking a solicitation of bid proposals from travel agencies who are interested to provide air travel services.

In that respect, UNDP Moldova CO invites travel agencies to participate in the competitive bidding for the provision of the above mentioned travel services.

To enable you to submit a proposal enclosed please find:

- Annex I. Instructions to Offerers
- Annex II. General Conditions of Contract
- Annex III. Terms of Reference (TOR)
- Annex IV. Proposal Submission Form
- Annex V. Price Schedule

Companies are cordially invited to complete the documents as described in the "Instructions to Offerers" in two separate sealed envelopes labelled "Technical Proposal" and "Financial Proposal" for "**RFP: Procurement of Travel Management Services for UNDP Moldova**". The proposals should be submitted in sealed envelopes to UNDP Office in Moldova not later than **28 January, 2009 till 17.00 h**.

This letter is not to be construed in any way as an offer to contract with your firm. Furthermore, UNDP Moldova CO reserve the right to reject part or all of the proposals.

Sincerely Yours

Matilda Dimovska
Resident Representative a.i.

