



United Nations Population Fund  
Yemen Country Office  
Faj Attan,  
Sana'a, Yemen  
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9 April 2011

**INTERNATIONAL COMPETITIVE BIDDING**  
**ICB No.: UNFPA/YEM/11/01**  
**Supply of Windows and Door Screen Catcher System and a Mechanical Anchorage System**

Dear Sir/Madam

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for the supply of **Windows and Doors Screen Catcher System** for its office in **Sana'a, Yemen**. The specific products solicited are listed in Annex III: Items and Quantities.
2. The technical bid (according to Annex II, Annex III and Annex VI) containing the technical product specifications and the financial bid (according to Annex VII) containing price information shall be submitted separately.
3. To enable you to submit a bid, please read the following attached documents carefully:
  - Instructions to bidders.....Annex I
  - Terms of Reference (TOR).....Annex II
  - Technical Product Specifications.....Annex III
  - UNFPA General Terms and Conditions.....Annex IV
  - Bid Submission Form.....Annex V
  - Product Item Overview Form.....Annex VI
  - Price Schedule Form.....Annex VII
4. The bid shall reach UNFPA's reception desk no later than April 25, 2011, at 12:00 p.m. (noon) Yemen time (GMT+2).
5. The bid shall be opened on April 26, 2011, at 11:00 a.m. (Yemen time) at the office of UNFPA, Faj Attan, Sana'a, Yemen.
6. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids delivered through courier later than date due shall not be registered and shall be returned unopened.
7. The award of the bid shall be posted at [www.ungm.org](http://www.ungm.org). The successful bidder shall be notified by UNFPA by email.
8. Bidders shall acknowledge receipt of this proposal to bid by email to Mr. Elham Elamin ([elamin@unfpa.org](mailto:elamin@unfpa.org)) with a copy of the email to Mr. Marc Vandenberghe ([vandenberghe@unfpa.org](mailto:vandenberghe@unfpa.org)) no later than April 12, 2011 and to indicate whether or not a bid shall be submitted. The acknowledgement shall provide company name, telephone number, fax number and the name of a contact person.

9. Any questions relating to the attached documents shall be addressed in writing to Ms. Elham Elamin ([Elamin@unfpa.org](mailto:Elamin@unfpa.org)) with a copy of the email to Mr. Marc Vandenberghe ([vandenberghe@unfpa.org](mailto:vandenberghe@unfpa.org)) no later than April 15, 2011 at 04:00 p.m. Yemen time (GMT+2).

**Do not submit your bid to this contact, or your bid will be disqualified.**

10. This letter is not to be construed in any way as an offer to contract with your firm.

Yours sincerely,

**UNFPA – Yemen Office**

**Sana'a, Yemen**