



26 January 2018

United Nations Population Fund
Mongolia country office
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Ulaanbaatar 14201, Mongolia
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INVITATION TO BID ITB No. UNFPA/MNG/18/001

SUPPLY OF ADVANCED SIMULATION LABORATORY EQUIPMENT AND RELATED SERVICES INTRODUCTORY LETTER

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for the supply of **Advanced Simulation Laboratory Equipment** for its programme in **Ulaanbaatar, Mongolia**.
2. Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing price information shall be submitted together.
3. The Bidder shall *not be* required to quote for all items. However, Bidders are encouraged to quote for as many items as possible.
4. To enable you to submit a bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Technical Specifications and Schedule of Requirements
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions for Contracts
Section V:	Bidding Forms
Section VI:	Contract Forms

5. The bid shall reach UN Mongolia's reception at Floor 1, UN house, UN Street-14, Ulaanbaatar Mongolia or the email inbox of procurement@unfpa.org.mn **no later than 1000 am hours Ulaanbaatar time, 1 March 2018**¹.
6. The bid shall be opened on **1 March 2018, at 0200 pm hours Ulaanbaatar, Mongolia** at UNFPA Mongolia country office. Bidders or their authorized representatives may attend the bid opening. Kindly confirm by e-mail **by 22 February 2018** whether your company shall be represented at the bid opening.
7. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids delivered through courier and posted later than the due date shall not be registered and shall be returned unopened or shall be shredded. Bids submitted to any other email address than procurement@unfpa.org.mn shall be rejected.

¹ Reference: www.timeanddate.com/worldclock

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8. Bidders shall acknowledge receipt of this Invitation to Bid according to the Bid Confirmation Form, Section V, 1 of this solicitation document by email to **Ms. P. Altantuya**, altantuya@unfpa.org, **no later than 22 February 2018** and to indicate whether or not a bid shall be submitted. If you are declining to bid please state the reasons for UNFPA to improve its effectiveness in future invitations.
9. Any questions relating to the attached documents shall be addressed in writing to the following UNFPA personnel **no later than 0600 pm hours Ulaanbaatar time, 14 February 2018**.
- Ms. B. Tsedmaa, Telemedicine Project Manager, email: baatar@unfpa.org for questions related to technical requirements.
 - Ms. P. Altantuya, UNFPA Administrative Assistant, email: altantuya@unfpa.org for questions relating to the bidding exercise.

Do not submit your bid to these contacts, 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.
11. UNFPA strongly encourages all Bidders to register on the United Nations Global Marketplace (<http://www.ungm.org>). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf.

The ITB timeline

Subject	Date
ITB published on	26 January 2018
Acknowledgement receipt of the ITB to be provided on	22 February 2018
Confirmation on participation of the bid opening to be sent on	22 February 2018
Questions and clarification queries to be submitted by the potential bidders on	No later than 0600 pm hours Ulaanbaatar time, 14 February 2018
Questions and clarification queries published by UNFPA in UNGM on	No later than 20 February 2018
Bid submission deadline	No later than 1000 am Ulaanbaatar time, 1 March 2018
Bids to be open on	0200 pm Ulaanbaatar time, 1 March 2018

Yours sincerely,

 26 Jan 2018
P. Altantuya
Administrative Assistant
UNFPA Mongolia Country Office

Cleared by:


Naomi Kitahara,
UNFPA Representative 26/01/18