

Section 1: Letter of Invitation

Abu Dhabi, United Arab Emirates
11 December 2018

Dear Madam or Sir,

The International Renewable Energy Agency (IRENA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the Provision of Travel Management and Event Related Services. The contract shall be a Long-Term Agreement (LTA) for one year with one or more Travel Agency, extendable for up to four years subject to satisfactory performance as confirmed by an annual evaluation and unless terminated earlier subject to the General Terms and Conditions for Professional Services of IRENA;

1. This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers, including the Data Sheet
- Section 3 – Terms of Reference, attached herewith as a separate document
- Section 4 – General Terms and Conditions for Professional Services
- Section 5 – Form of Contract
- Section 6 – Proposal Submission Form
- Section 7 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 8 – Technical Proposal Form
- Section 9 – Financial Proposal Form
- Section 10 – Form for Performance Security
- Section 11 – Form of Bank Guarantee for Advance Payment

2. Your offer comprising a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with the Data Sheet.
3. You are kindly requested to submit an acknowledgment letter to IRENA via the following email address: procurement@irena.org, or to the following postal address:

Procurement Section
International Renewable Energy Agency
IRENA Headquarters, Masdar City, P.O. Box 236
Abu Dhabi, United Arab Emirates

4. The letter should be received by IRENA no later than **18 December 2018 Gulf Standard Time**. The same letter should advise whether your company intends to submit a Proposal. If your company decides not to submit a proposal, we would appreciate it if you would kindly indicate the reason for our records.
5. Should you need further clarification, kindly communicate with the contact person indicated in the attached Data Sheet as the focal point for queries relating to this RFP.

We look forward to receiving your Proposal and thank you in advance for your interest in IRENA procurement opportunities.

Yours sincerely,



Bruce Neese

Acting- Director of Administration and Management Services