

STANDARD PROCUREMENT DOCUMENT

Procurement of Consulting Services'

Issued by:
Nepal Sanskrit University
Institute of Ayurveda
Office of the Dean
Beljhundi, Dang

March 2020

Letter of Invitation

Government of Nepal
[Name of Client]

Date:

Name of Project:

Name of Contract:

1. The *[Name of Client]* invites proposals to provide the following consulting services: *[insert: short description of objectives and scope of the assignment]*. More details on the services are provided in the attached Terms of Reference (TOR).
2. The consultant shall be selected and engaged on the basis of required experience and qualifications specified in the TOR and the consultants Financial Proposal.
3. The Request for Proposal (RFP) has been addressed to the following Shortlisted consultants:
[insert list if applicable other wise delete this clause]
4. You are invited to submit a Proposal for the services under the TOR to : ***[name and address of Client's official]***
5. Your Proposal should be submitted in *[insert No]* copies and the deadline for submission is: ***[insert date and time]***
6. Clarification on the RFP may be obtained from: ***[name of Client's official, address, telephone, fax and email]***
7. Your Proposal must remain valid _____ days after the submission date, i.e., until:
8. The assignment is expected to commence on ***[Insert date]*** at ***[Insert location]:***
9. The RFP includes the following documents:

Section 1 - Letter of Invitation
Section 2 - Format of Curriculum Vitae (CV) for Proposed Professional Staff
10. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether you will submit a proposal

Yours sincerely,

[insert: Signature, name, and title of Client's representative]

Format of Curriculum Vitae

Key Qualifications:

[Give an outline of your /staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by you / staff member on relevant previous assignments and give dates and locations.]

Education:

[Summarize college/university and other specialized education of your / staff member, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names and address of employing organizations, titles of positions held, and locations of assignments. For experience in last two years, also give types of activities performed and client references, where appropriate.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the consultant] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Seal / Stamp of the Consultant/Firm:
