



unrwa
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YEARS

03 November, 2009

To : All Bidders
**From : Field Procurement Officer
UNRWA Field Office, Gaza**
Subject : INVITATION TO BID NO. J22G-24

- 1- You are invited to bid for the supply of *twenty (90) Steel*
- 2- The Invitation includes the following documents:

This Letter covers:

Annex A Bid Form
Annex B Specification(s)
Annex C ITB Instructions (including Annex C-1)
Annex D Acknowledgment
Annex E General Conditions
Annex F Supplier Registration Form

3- The Acknowledgment (Annex D) is to be filled in and faxed back to us immediately upon receipt to **FPO fax # 00970 8 2887339** or e-mail FPOL-GAZ@UNRWA.ORG. Communications to and from vendors is an important means of managing the UNRWA supplier database. Vendors are encouraged to respond to ITBs even if they do not intend to bid to ensure that they can be included in future solicitations.

4- Vendors who are not registered yet with UNRWA and have not been an approved UNRWA supplier in the past, please register electronically via

<http://www.un.org/unrwa/plo/supplierContactEnvQuestForm.asp>
and enclose in your bid the following documents:

- Certified Chamber of Commerce and/or Chamber of Industry certificate/s.
- Bank references.
- Latest catalogues/brochures as well as a generic list of goods/equipment you manufacture/supply (please disregard, if latest catalogue has already been sent).
- List of major clients.
- A copy of the most recent audited accounts.
- Please Note: The above documents must be provided for consideration.

United Nations relief and works agency
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