



FAO REPRESENTATION IN IRAQ ***FAO-Iraq Offices Relocated to Amman***

INVITATION TO PRE-SELECTION OF CONTRACTORS/SUPPLIERS/CONSULTANTS

Dear Sirs,

The Food and Agriculture Organization of the United Nations, FAO -Iraq Offices in Amman, intends to carry out a pre-selection of companies suitable to have certain work and services performed, which are required for the implementation of its activities, and you are hereby invited to submit your proposal for the said pre-selection.

1. Registration with FAO

Our records indicate that your firm is not yet registered with FAO. Since the award of any contract by FAO requires the registration of the firm concerned, I enclose herewith FAO's registration forms and should appreciate it if you would kindly complete and return it according to the instructions given therein at your earliest convenience. You may also wish to forward the latest brochures or literature on your firm at the same time.

The following procedures have been established by this Organization for the purpose of this invitation:

1. Procedures

- 1.1 All firms wishing to be invited to tender for the awarding of FAO contracts, should submit their profiles and this Organization intends, without having committed itself in any way to any of these firms, to select for tendering the firms which it considers suitable;
- 1.2 It is understood that all documents, which may form part of your proposal will become the property of the Organization who will not be required to return them to your firm;
- 1.3 The results of this selection are not made public but unsuccessful companies will be informed. However, the Organization will not supply the name of the selected companies nor the reasons for its choice.

Messrs.

2. Documents Enclosed

To facilitate preparing your proposal the following documents are enclosed:

- 2.1 The "Contractor/Supplier/Consultant" form (2 pages), to be used for submitting your request of registration;
- 2.2 The "Curriculum Vitae" form (2 pages) to be used for the curricula vitae of your staff.

3. Documents to be Submitted

Your proposal should consist of the following clearly identified items:

- 3.1 A statement of your firm's general and specific experience in the field(s) of work you wish your firm to be considered for. This statement should include references concerning previous contract work of the nature you apply for undertaken by your firm;
- 3.3 The Curricula Vitae of the staff proposed for assignment to the contract made out on the forms mentioned in para 2.2 above;

4. Completeness of Proposal

- 4.1 Submissions will only be considered if they contain all of the above information otherwise it will not be possible to evaluate them on an equal basis.

5. Communications concerning this tender

All communications concerning this invitation should be addressed as soon as possible to:

Mr. Fadel El-Zubi
Officer-in-Charge, FAO – Iraq Programme
Amman-Jordan

May I take this opportunity of expressing my appreciation of your interest in assisting this Organization in the implementation of its activities.

Yours sincerely,

Fadel El-Zubi
OIC, FAO – Iraq Programme
Amman-Jordan