Letter of Invitation (LOI)

[*Setup, Customization, implementation & training of MFA staffs for Archival system that has been implemented in RCSC*]

The [*Ministry of Foreign Affairs*] has a budget provision from [*TIKA Project*] and intends to apply part or whole of the proceeds for the procurement of [*Setup, Customization, implementation & training of MFA staffs for Archival system that has been implemented in RCSC*] under the [*TIKA Project*]. The services include [*Setup, Customization, implementation & training of MFA staffs for Archival system that has been implemented in RCSC*]

The *[Ministry of Foreign Affairs]* now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

The selection process of a consultant shall be in accordance with the procedures set out in the Procurement Rules and Regulations.

Interested consultants may obtain further information at the address below during office hours [*0900 to 1700 hours*].

Proposal must be delivered to the address below by [18th June, 2019 at 11:30 AM].

*Ministry of Foreign Affairs*

Attn: *Director, Directorate of Services*

Ministry of Foreign Affairs, Thimphu

Tel: [328226/328183]

E-mail: [nsherpa@mfa.gov.bt](mailto:nsherpa@mfa.gov.bt) or [jlhamo@mfa.gov.bt](mailto:jlhamo@mfa.gov.bt)

Web site: [www.mfa.gov.bt](http://www.mfa.gov.bt)