

## Letter of Invitation

# REQUEST FOR PROPOSAL

**Global Green Growth Institute**  
19F Jeongdong Bldg.  
21-5 Jeongdong-gil, Jung-gu  
Seoul 100-784 Republic of Korea

To Whom It May Concern,

The Global Green Growth Institute (GGGI) invites proposals from qualified Tenderers to provide the services described in this Request for Proposal (RFP) as below.

**Procurement No:** RFP-LPL-2017-0015

**Issue Date:** 22 March 2017

**RFP Closing Date:** 21 April 2017 – 16h00 KST (Seoul Time)

**Project Title:** Request for Proposal (RFP) for “Development of a Corporate Website for the Global Green Growth Institute (GGGI)”.

This RFP consists of the following documents in separate computer files:

- This Letter of Invitation
- Terms of Reference (TOR)
- Evaluation Criteria and Method
- Instructions on How to Submit the Proposal
- Time Schedule for the RFP/Procurement Process
- Forms to use in preparing the Proposal – Technical Components Part 1 & 2 and Financial Component
- Draft Contract for Services
- GGGI General Conditions of Contract

A Consultant will be selected based on open competitive procurement procedures described in this RFP. (Please download the rest of the details regarding the RFP here: <http://gggi.org/about-gggi/business-opportunities/>)

Sincerely,

GGGI Procurement

Official email address: [procurement@gggi.org](mailto:procurement@gggi.org)

*\* Please note that submissions arriving late will not be considered*