

Annex A

Acknowledgement Letter

**Invitation to Bid – Provision of Conference venues, Catering and/or Accommodation Services
in Kumamoto City, Japan during 2-6 September 2019 (UNU-IAS-ITB/001/2019)**

We, the undersigned, acknowledge receipt of the Invitation to Bid (ITB) mentioned above and hereby confirm that we:

INTEND DO NOT INTEND

to submit a bid to the United Nations University by the deadline of **17 May, 2019 at 15:00 Hours (Tokyo Time)**, and that if we submit a proposal:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure.

NOTE: Your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.

We acknowledge that this ITB is confidential and proprietary to the United Nations University, and contains privileged information. Upon request, we will return this ITB or any part thereof, and all copies thereof, to the United Nations University.

Name & Title of Authorized Representative: _____

Signature: _____

Company Name and Address: _____

Telephone No.: _____ Email: _____

If you do not intend to submit a proposal to the United Nations University, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the technical requirement for this ITB
- We do not think we can make a competitive offer at this time.
- Others: (Please specify: _____)

Kindly return this Acknowledgement Letter to the Procurement Unit via email to moy@unu.edu