**PR 015 - Preparation of Request for Proposals: RFP Sample Letter of Invitation**

[*insert: Location and Date*]

Dear [*insert: Name and Address of short listed Consultancy Organization]:*

1.**\*** The Democratic Socialist Republic of Sri Lanka [*select:* has received *or* has applied for] a [select : loan *or* credit] (hereinafter called "loan") from the [ *indicate* source]toward the cost of [*insert: Name of Project* ] and intends to apply a portion of this loan to eligible payments under this Contract.

2. The [*insert: Name of PE*] now invites proposals to provide the following consulting services: [*insert: short description of objectives and scope of the assignment*.] More details on the services are provided in the attached Terms of Reference.

3. The RFP has been addressed to the following short listed Consultancy Organizations:

[*insert: List of Short listed Consultancy Organizations)*

4. A Consultancy Organization will be selected under [*insert: Selection Method*] and procedures described in this RFP.

5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to Consultants (including Data sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Standard Forms of Contract

6. Please inform us, upon receipt: