

**To:** All Invitees  
**Date:** 21 November 2018  
**Subject:** Request for quotation for copy editing of English documents produced by UN-Habitat Iraq Programme

Dear Sir/Madam,

We kindly request you to submit your quotation for copy editing services of the English documents to be produced by the United Nations Human Settlements Programme (UN-Habitat) Iraq Programme within the next six months, including:

- Project final reports
- Outreach materials such as brochures and booklets
- Press releases and web articles


The estimated number of pages to be edited is approximately 100 pages during 6 months.

Please submit (1) CV of the offeror, (2) quotation using the annexed form, and (3) a writing sample in English, on or before 28 November 2018, 12:00pm (Erbil time), via email to the addresses below:

RFP@unhabitatiraq.org

Thank you and we look forward to receiving your quotation.

Sincerely yours,

  
Yuko Otsuki  
Head of UN-Habitat Iraq, a.i.