**REQUEST FOR PROPOSALS**

**ITB Ref. No-UNDP/AFG/RFP/2016/0000001190**

**PROVISION OF CONSULTANCY SERVICES FOR MONITORING AND VERIFICATION OF LEGAL AID GRANT FACILITY (LAGF) ACTIVITIES BEING IMPLEMENTED BY THE AFGHANISTAN INDEPENDENT BAR ASSOCIATION (AIBA)**

**UNDP**

**Afghanistan**

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**United Nations Development Programme**

February, 2017

**Section 1. Letter of Invitation**

Kabul

February 5, 2017

**Provision of Consultancy Services for Monitoring and Verification of Legal Aid Grant Facility (LAGF) Activities Being Implemented by The Afghanistan Independent Bar Association (AIBA)**

Dear Mr./Ms.:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

* Section 1 – This Letter of Invitation
* Section 2 – Instructions to Proposers (including Data Sheet)
* Section 3 – Terms of Reference
* Section 4 – Proposal Submission Form
* Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
* Section 6 – Technical Proposal Form
* Section 7 – Financial Proposal Form
* Section 8 – Form for Proposal Security [not required]
* Section 9 – Form for Performance Security [not required]
* Section 10 – Form for Advanced Payment Guarantee [not allowed]
* Section 11 – Contract for Professional Services, including General Terms and Conditions
* E-tendering Instructions Manual for Bidders
* FAQ for Bidders

Your offer comprising of all required documents should be submitted in accordance with Annex I through the UNDP ATLAS E-Tendering system, which can be accessed at <https://etendering.partneragencies.org>.

**No hard copy or email submissions will be accepted by UNDP:**

The step by step instructions for registration of bidders and quotation/proposal submission through the UNDP ATLAS E-Tendering system is available in the instructions manual for the bidders, attached with this RFP. Should you require any training on the UNDP ATLAS E-Tendering system or face with any difficulties when registering your company or submitting your bid, please send an email to the E-Tendering Help Desk at procurement.af@undp.org or call +93728999766 during office hours to request for help.

The proposers are advised to use Internet Explorer (Version 10 or above) browser to avoid any

