



## Letter of Invitation

March 16, 2017 *Empowered lives.  
Resilient nations.*

UNDP/AFG/RFQ/2017/ 00000001254

**Subject:** Air Conditioners for ICSPA Project

Dear Mr. /Ms: Bidder

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Quotation to this Request for Quotation (RFQ) for the above-referenced subject.

This RFQ includes the following documents:

- Letter of Invitation
- Annex 1 - RFQ Bid Data Sheet
- Annex 2 - Technical Specifications
- Annex 3 - Price Schedule
- General Terms and Conditions
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer, comprising of following documents stated in this RFQ, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (RFQ Data Sheet) through the **"UNDP ATLAS E-tendering system"** (<https://etendering.partneragencies.org>).

- Scanned copy of duly filled, signed and company stamped Technical Specification/ Compliance Sheet (Annex-2 and Table 1)
- Scanned copy of duly filled, signed and company stamped Annex-3 (Price schedule)
- Excel version of duly filled Annex -3
- Details of two (2) contracts for similar (Nature) requirement in the last 5 years, including contract description, contract value, clients name and contact details with national or international organizations
- Valid Business License
- Company profile
- Product catalog
- Manufacturer authorization/Authorized dealer/Authorized distributor Dell and HP equipment

The step by step instructions for registration of bidders and proposal submission through the UNDP ATLAS E-tendering system is available in the **"Instructions Manual for the Bidders"**, attached with this RFQ. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your proposal, please send an email to the E-tendering helpdesk at [etendering.af@undp.org](mailto:etendering.af@undp.org) or call +93728999758 during office hours to request for help.





The proposers are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

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

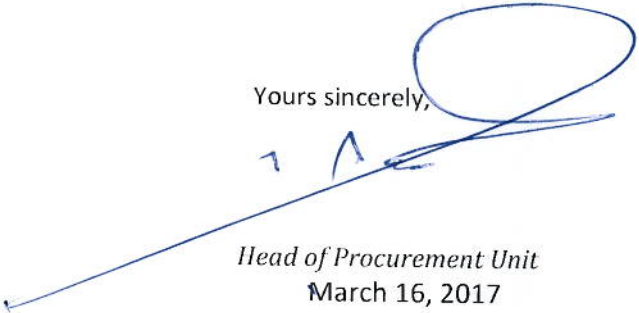
**Bid submission deadline:** Please refer to E-tendering system.

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Kindly go through this invitation letter and other documents attached here to this RFQ. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at [procurement.af@undp.org](mailto:procurement.af@undp.org). The subject of the email should be UNDP/AFG/RFQ/2017/00000001254

UNDP looks forward to receiving your quotation and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

A handwritten signature in blue ink, consisting of a large loop and a long horizontal stroke, is written over the signature line.  
*Head of Procurement Unit*  
March 16, 2017

