



REQUEST FOR PROPOSAL (RFP)

Letter of Invitation

May 28, 2017

UNDP/AFG/RFP/2017/ 0000001390

Subject: Translation, Simultaneous/Interpretation Services

Dear Sir / Madam:

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

This RFQ includes the following documents:

- Letter of Invitation
- Annex 1 - RFP Data Sheet
- Annex 2 – Terms of Reference
- Annex 3 - Forms for Submitting Proposal (Technical)
- Annex 3 – Financial Proposal template
- Annex 4 - General Terms and Conditions for Services
- E-Tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer comprising of all required documents should be submitted in accordance with Annex 1 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 +93796784518 during office hours to request for help.

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

Please refer to E-Tendering system for the closing date of this RFP.

Kindly go through this invitation letter and other documents attached hereto this RFP. Should you have any questions or require any clarification, please feel free to send an email to the procurement officer at procurement.af@undp.org.

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

Yours sincerely,



Head of SCMO
27 May 2017