

REQUEST FOR PROPOSALS

Ref. UNDP/AFG/RFP/2017/0000001547

**HIV Population Size Estimation and Mapping in Seven Cities in
Afghanistan**

UNDP-Global Fund Project

Afghanistan



United Nations Development Programme

September, 2017

Section 1. Letter of Invitation

Kabul
Sep 10, 2017

HIV Population Size Estimation and Mapping in Seven Cities in Afghanistan

Ref. UNDP/AFG/RFP/2017/0000001574

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
- Section 10 – Form for Advanced Payment Guarantee [not allowed]
- Section 11 – Model Long Term Agreement and 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 +93728999592 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.

Also, please remember the following dates:

Bid submission deadline: Please refer to E-tendering system for time and date of bid submission deadline.

Pre-proposal meeting: Sep 17, 2017, 10:00 AM (Kabul Time)

Kindly go through this invitation letter and other documents attached here to 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 you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Head of Procurement Unit