



REQUEST FOR QUOTATION (RFQ)
(Goods & Services)

DATE: March 22, 2018
REFERENCE: UNDP/AFG/RFQ/2017/ 000002174

Letter of Invitation

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of Event Management Services**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 4.

This RFQ includes the following documents:

- Letter of Invitation
- RFQ Bid Data Sheet
- Annex 1 - Scope of Services
- Annex 2 – Compliance Sheet
- Annex 3 - Price Schedule
- Annex 4 - General Terms and Conditions
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

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

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 procurement.af@undp.org or call **+0796784518** 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.

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. The subject of the email should be UNDP/AFG/RFQ/2016/ 2174

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

Yours sincerely,


Head of Procurement Unit
March 22, 2018