



REQUEST FOR QUOTATION (RFQ)

Subject: Provision of Printing Services to UNDP, Kabul-Afghanistan on a Long-Term Agreement	DATE: 28 February 2019
	REFERENCE: UNDP/AFG/RFQ/2019/0000003452

Dear Mr. /Ms: Bidder

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit your Quotation for a Long-Term Agreement for the provision of printing services. When preparing your quotation, please be guided by the form attached hereto as Annex 1. The LTA shall be issued initially for 1 year, renewable for another 2 years, 1 year each, depending on the quality and services of the LTA holder based on documented satisfactory performance.

This RFQ includes the following documents:

- Letter of Invitation
- Annex 1 - RFQ Bid Data Sheet
- Annex 2 - Technical Specifications
- Annex 3 - Price Schedule
- Annex 4 - General Terms and Conditions
- Annex 5- E-tendering Instructions Manual for Bidders
- Annex 6 - 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>).

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 [+93728999758](tel:+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.

The LTA is non-exclusive and estimated amount are based on forecast of needs and the ceiling amount that will appear in the LTA does not constitute a commitment to place call-offs up to the volume.

Printing requirements shall be made against a Purchase Orders to be issued by UNDP in accordance with the terms and conditions of any resulting LTA(s).

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/2019/0000003452**

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