United Nations Development Programme

Country office for Afghanistan

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Letter of Invitation

March 12, 2019

RFQ UNDP/AFG/RFQ/2018/0000003491
Supply and delivery of Soft Skin Vehicle "Cargo Van"

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
- RFQ Bid Data Sheet
- Specifications of the Goods Required (Annex 1)
- Form for Submission of Quotation (Annex 2)
- 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-1)
- Scanned copy of duly filled, signed and company stamped (Annex-2)
- Copy of two (02) contracts for similar requirement in the last 3 years, including contract description, contract value, clients name and contact details with national or international organizations
- Valid Business License
- Company Profile,
- Printed brochures and product catalogues of the vehicle being offered

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 +93728999768 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/2018/0000003491**

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 12, 2019