



Date: 25 June, 2014

## Section 1. Letter of Invitation

**UNDP/AFG/LOTFA/RFP/002/2014: Consultancy Services for Monitoring Agent (assurance services other than audits or reviews of historical financial information) for the Law and Order Trust Fund for Afghanistan, UNDP Afghanistan.**

**Dear Mr. /Ms.: Proposer**

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 RFP includes the following documents:

- Section 1: This Letter of Invitation
- Section 2: Instructions to Proposers (including Data Sheet)
- Section 3: Terms of References
- Section 4: Proposal Submission Form
- Section 5: Eligibility and Qualifications of the Proposer
- Section 6: Technical Proposal Form
- Section 7: Financial Proposal Form
- Section 8: Proposal Security Form **-Not Applicable**
- Section 9: Performance Security Form
- Section 10: Advanced Payment Guarantee Form **-Not Applicable**
- Section 11: Model Contract for Professional Services, including ANNEX A General Terms and Conditions
- Section 12: Instructions Manual for Bidders on e-tendering
- Section 13: FAQ for Bidders on e-tendering

Your offer, comprising of following documents, should be submitted in accordance with Section 2 (Data Sheet) through the UNDP ATLAS E-tendering system (<https://etendering.partneragencies.org>).

The steps to be followed for proposal submission through the UNDP ATLAS E-tendering system is available in the instructions manual for the bidders (Section 12), attached with this RFP.

**No hard copy or email submissions will be accepted by UNDP.**

Please see below the important dates to remember with respect to this RFP:

1. Pre-bid meeting: Monday, **7 July 2014, 11:00 AM** (Kabul local time)
2. Bid submission deadline: **Tuesday, 22 July 2014, 10:00 AM** (Kabul local time)



United Nations Development Programme  
Country office for Afghanistan



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](mailto:procurement.af@undp.org).

You may also send a request to the procurement officer at [procurement.af@undp.org](mailto:procurement.af@undp.org), should you require any training on the UNDP ATLAS E-tendering system.

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

A handwritten signature in black ink, appearing to be 'Abdul Rahman Azizi', is written over the words 'Yours sincerely,'.

Abdul Rahman Azizi  
Sr. Deputy Country Director (Operations)  
UNDP Afghanistan  
26 June 2014