



17<sup>th</sup> July, 2014

## **Section 1. Letter of Invitation**

**UNDP/AFG/RFP/2014/0000000168**

### **Comprehensive Needs Assessment and Development Plan in Response to Devastating Floods and Landslides in Northern 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: Description of Requirements
- Section 3: FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL
- Section 4: Financial Proposal Form
- Section 5: General Terms and Conditions for Services Including Model of Contract for Professional Services
- Section 6: Terms of Reference
- Section 8: Instructions Manual for Bidders on e-tendering
- Section 9: FAQ for Bidders on e-tendering

Your offer, should be submitted in accordance with Section 2 (Description of Requirements and Data Sheet) through the UNDP ATLAS E-tendering system (<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 proposal submission through the UNDP ATLAS E-tendering system is available in the instruction manual for the bidders (Section 8), 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 proposal, please send an email to the procurement officer at [etendering.af@undp.org](mailto:etendering.af@undp.org) or call [0728999765](tel:0728999765) 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.

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

Bid submission deadline: 4<sup>th</sup> August 2014, 10:00 AM (Kabul local 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](mailto:procurement.af@undp.org).

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

Yours sincerely



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For Supply Chain Management Office