



*Empowered lives.  
Resilient nations.*

Afghanistan  
July 20, 2014

## **Section 1- Letter of Invitation**

**UNDPAFG/LOTFA/RFQ/003/2014**

**Subject:** Request for Quotation for **Supply of Microsoft Software** for the Law and Order Trust Fund for Afghanistan (LOTFA), UNDP Afghanistan.

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
- Annex 1 - RFQ Bid Data Sheet
- Annex 2 - Technical Specifications
- Annex 3 - Price Schedule
- General Terms and Conditions
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer, comprising of following documents, should be submitted in accordance with Section 2.1 (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 (Section 12), 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 procurement officer at [procurement.af@undp.org](mailto:procurement.af@undp.org) to request for help.

- Scanned copy of duly filled, signed and company stamped Technical Specification/ Compliance Sheet (Annex-2 and Table 1)
- Scanned copy of duly filled, signed and company stamped Annex-3 (Price schedule)
- Excel version of duly filled Annex -3
- Details of 3 contracts for similar requirement in the last 2 years, including contract description, contract value, clients name and contact details.
- Valid Business License and company profile



The proposers are advised to use Internet Explorer (Version 10 or above) browser to avoid any compatibility issues with the e-tendering system.

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

Also, please remember the Bid submission deadline is **August, 3rd 2014 at 10:00 AM local time** in Kabul, Afghanistan.

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 send an email to the procurement officer at [procurement.af@undp.org](mailto:procurement.af@undp.org).

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

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'R. Khan', is written over a horizontal line.

**LOTFA Project  
Procurement Unit**