



7th Jan, 2015

Section 1. Letter of Invitation

UNDP/AFG/RFP/2015/0000000243

Provision of the Audit of Common Humanitarian Fund (CHF) projects implemented by partners on long term agreement

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 Required**
- Section 9: Performance Security Form – **Not Required**
- Section 10: Advanced Payment Guarantee Form – **Not Applicable**
- Section 11: Sample Contract Model 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 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, 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 or call 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:

Pre-proposal meeting: 19th Jan 2015, 10:00 AM (Kabul local time)

Bid submission deadline: 28 Jan 2015, 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.

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

Yours sincerely



Raj Kama

Head of Supply Chain Management Unit
UNDP CO Afghanistan