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## Letter of Invitation

UNDP/AFG/RFQ/2015/301

15 April 2015

**Subject:** Provision of Maintenance Services for Printers, Copiers and Scanners, and Replacement of Spare Parts to UNDP CO, Kabul - 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 Data Sheet
- Annex 2 - Technical Specification
- Annex 3 - Price Schedule-Section A
- Annex 3 - Price Schedule-Section B
- General Terms and Conditions
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders
- Clarification for steps to follow in the system to view or edit an already submitted bid

Your offer, comprising of following documents stated in this RFQ, should be submitted to UNDP Afghanistan in accordance with the requirement of 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 and Compliance Sheet (Annex-2)
- Scanned copy of duly filled, signed and company stamped Annex-3 (Price schedule-Section A and B)
- Details of 2 contracts for similar requirement in the last 3 years, including clients name and contact details, contract description, contract value, contract year of execution, with national or international organizations
- Valid Business License
- Company profile



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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 E-Tendering Help Desk at [etendering.af@undp.org](mailto:etendering.af@undp.org) or call +93 728 999 768 to request for help.

The bidders 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.**

Please remember the Bid submission deadline is **Thursday, April 30, 2015 at 10:00 AM Kabul Time**, 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 email your questions/clarifications to the procurement officer at [procurement.af@undp.org](mailto:procurement.af@undp.org). The subject of the email should be UNDP/AFG/RFQ/2015/301.

Upon finalization of procurement process, the award notification will be published on:  
<https://extranet.undp.org.af/SitePages/tenderupdates.aspx>.

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

Yours sincerely,

Raj Kamal  
Chief of Supply Chain Management Office  
15 April 2015