



September 20, 2015

## Letter of Invitation

**UNDP/AFG/ITB/2015/ 421**

### **Long term Agreement for provision of Networking and cabling for UNDP Afghanistan**

Dear Bidder:

The United Nations Development Programme (UNDP) Afghanistan Country Office, hereby invites you to submit your bid for this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

- Section 1: This Letter of Invitation
- Section 2: Instruction to bidders
- Section 2.2: Bid Data Sheet
- Section 3a: Technical Requirements
- Section 3b: Related Services
- Section 3c: Technical Compliance Sheet
- Section 4: Bid Submission Form
- Section 5: Documents Establishing Eligibility of Bidder
- Section 6: Technical Bid Form
- Section 7: Price Schedule Form
- Section 8: Bid Security- **Not Applicable**
- Section 9: Performance Security Form- **Not Applicable**
- Section 10: Form for Advance Payment guarantee- **Not Applicable**
- Section 11: UNDP General Terms and Conditions and Sample Contract/LTA
- Annex 1: Instructions Manual for the Bidders
- Annex 2: Frequently Asked Questions (FAQ)

Your offer, comprising of all required documents should be submitted in accordance with the instructions of bidding documents through the UNDP ATLAS E-Tendering system, which can be accessed at <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 quotation/proposal submission through the UNDP ATLAS E-tendering system is available in the instructions manual for the bidders (Annex-1 and 2), attached with this ITB. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your bid, please send an email to the E-Tendering Help Desk at [etendering.af@undp.org](mailto:etendering.af@undp.org) or call +93799452672 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 refer to E-Tendering system for closing date of this ITB.

Kindly go through this invitation letter and other documents attached here to this ITB. 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,

A handwritten signature in blue ink, appearing to read 'Raj Kamal', with a horizontal line extending to the right.

Raj Kamal

Chief of SCMO

September 20, 2015