



Letter of Invitation

March 3, 2016 *Empowered lives.
Resilient nations.*

UNDP/AFG/RFP/2016/582

Provision of Support for Implementation of Online Payroll System (WEPS)

Dear Mr. /Ms: Bidder

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 invitation letter
- Section 2: Instruction to Proposers (Including Proposal data sheet)
- Section 3: Terms of Reference
- Section 4: Proposal Submission Form
- Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6: Technical Proposal Form
- Section 7: Financial Proposal Form
- Section 8: Form for Proposal Security (NOT APPLICABLE)
- Section 9: Form for Performance Security
- Section 10: Form for Advance Payment Guarantee (NOT APPLICABLE)
- Section 11: General Terms and Conditions
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer, comprising of following documents stated in this RFP, should be submitted to UNDP Afghanistan in accordance with the Section 2 and 3 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", 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 E-tendering helpdesk at etendering.af@undp.org or call +93728999765 during office hours to request for help.

The proposers 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.



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Pre proposal Meeting Date: 09th March 2016, 10:00 AM Kabul Time

Clarification Closing date: 12th March 2016, 02:00 PM Kabul Time

Tender Closing Date: Please refer to E-Tendering Website for exact proposal closing date.

Kindly go through this invitation letter and other documents attached here to this Event. 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. The subject of the email should be UNDP/AFG/RFP/2016/000000 582.

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

Yours sincerely,

Mohammad Moqim Azizi
Head of Procurement Unit
March 03, 2016