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Afghanistan

June 14, 2016

Section 1- Letter of Invitation

UNDP/AFG/ITB/2016/000000 764

Subject: Intranet Extension and infrastructure in General Directorate of Prisons and Detention Centers in 34 provinces of Afghanistan

Dear Mr. /Ms.: Bidder

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Bid to 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 2.1: 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 the Eligibility and Qualifications of the Bidder
- Section 6: Technical Bid Form
- Section 7: Price Schedule Form
- Section 8: Form for Performance Security
- Section 9: Scope of services
- Section 10: Form for Bid Security -**Not Applicable**
- Section 11: Form for Advance Payment guarantee- **Not Applicable**
- Section 12 - General Terms and Conditions for Goods and services
- E-tendering Instruction Manual for Bidders
- FAQ for Bidders

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>.

- Scanned copy of duly filled, signed and company stamped Technical Compliance Sheet (Section 3c and Section 3A)
- Scanned copy of duly filled, signed and company stamped Bid Submission Form (Section 4)
- Scanned copy of duly filled, signed and company stamped documents Establishing Eligibility



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- of Bidder (Section 5)
- Excel version of duly filled Technical Bid Form (Section 6)
- Scanned copy of duly filled, signed and company stamped Price Schedule (Section 7) and excel version
- Required Documents that must be submitted to Establish Qualification of Bidders as mentioned in the Bid Data Sheet.

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 or call ++93728999764 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.

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

Yours sincerely,

Mohammad Moqim Azizi
Head of Procurement Unit

June 14, 2016