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Letter of Invitation

July 3, 2016

RFQ Ref. No. UNDP/AFG/RFQ/2016/0000000797

Subject: Request for quotation (RFQ) for **Renovation works of Computer Classes at National Police Academy (ANPA)** in Kabul, Afghanistan as detailed in the Bill of quantities, technical specifications & Statement of works attached as Annex-2(a, b, c).

Dear Sir / Madam:

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:

- This Letter of Invitation
- Annex 1 - RFQ Data Sheet
- Annex 2 – Bill of Quantities(BoQ), technical specifications & Statement of works(SOW)(a ,b & c)
- Annex-3 - Technical compliance sheet
- Annex 4 - Price Schedule
- Annex-5 – UNDP General Terms and Conditions for civil works
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer, comprising of following documents stated in this RFQ, should be submitted to UNDP Afghanistan in accordance with 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 Compliance Sheet (Annex-3)
- Scanned copy of duly filled, signed and company stamped Annex-4 (Price schedule)
- Excel version of duly filled Price schedule Annex -4



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- Details of 2 contracts for similar requirements in the last 2 years, including contract description, contract value, clients name and contact details (telephone Numbers & E-mails) with national or international organizations
- Valid Business License
- Company profile

The step by step instructions for registration of bidders and quotation 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 quotation, please send an email to the E-Tendering Help Desk at etendering.af@undp.org 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.

Also, please remember the following dates:

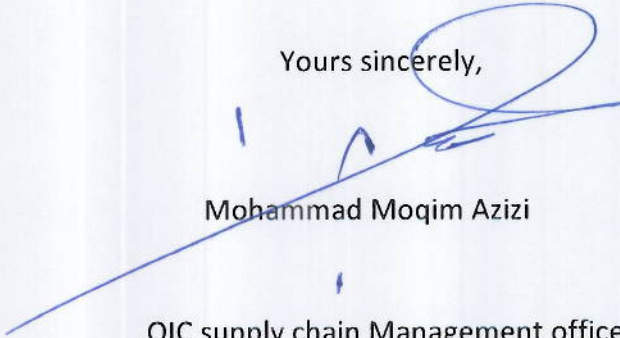
Site visit for description of works by UNDP LOTFA Project Engineer: 11-July 2016 at 10:30 am Kabul, Time-For detailed information, please refer to Annex-1 RFQ data Sheet in E-Tendering System attached

Bid submission deadline: Please refer to E-Tendering system

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. The subject of the email should be UNDP/AFG/RFQ/2016/0000000797

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

Yours sincerely,



Mohammad Moqim Azizi

OIC supply chain Management office

UNDP Afghanistan Country Office