



## **Letter of Invitation**

June 21, 2017

**UNDP/AFG/2017/RFP/000000 1424**

**Subject: Re-Advertisement Perception Survey on Women's Rights and Gender Equality among religious leaders and community members**

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
- Section 1 - Description of Requirements
- Section 2 - Form for submitting service provider's proposal
- Section 3 - Financial Proposal Form
- Annex 4 Institutional contract and UNDP General Conditions of Contract for Professional Services
- Section 5- Terms of Reference
- Section 6 - E-Tendering Instructions Manual for Bidders
- Annex 7 FAQ for Bidders

Your proposal, 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>).

- Profile – describing the nature of core activity, field of expertise, certifications, accreditations;
- Bank statement that prove in last three years' annual turnover is equal to US \$ 25,000
- Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;
- Certificate of Registration of the business from relevant authority;
- Structure of the team, including the names, position in the team and CVs of Key personnel;
- Documentation demonstrating required qualifications and requirements as mentioned in the TOR.

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 [procurement.af@undp.org](mailto:procurement.af@undp.org) or call [+93728999764](tel:+93728999764) during office hours to request for help.

**United Nations Development Programme**

**Country office for Afghanistan**



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.**

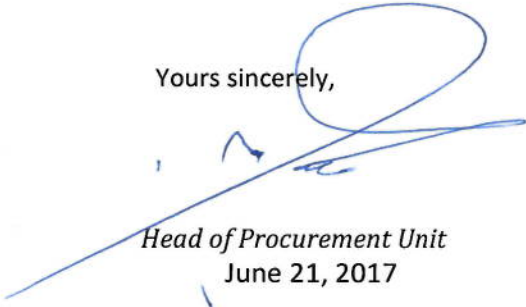
*Empowered lives.  
Resilient nations.*

**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](mailto:procurement.af@undp.org). The subject of the email should be UNDP/AFG/RFP/2017/000000 1424

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

Yours sincerely,

  
*Head of Procurement Unit*  
June 21, 2017