

United Nations Development Programme

Country office for Afghanistan



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Resilient nations.*

Letter of Invitation

June 14, 2020

RFQ UNDP/AFG/RFQ/2020/0000005584
Printing and distribution

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
- RFQ Bid Data Sheet
- Specifications of the Goods Required (Annex 1)
- Form for Submission of Quotation (Annex 2)
- 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 Specification/ Compliance Sheet (Annex-1A and Annex 1B)
- Scanned copy of duly filled, signed and company stamped Price Schedule (Annex-2A, Annex 2B and Annex 2B Table 1)
- Copy of three (03) contracts for similar requirement (Printing Services) in the last 5 years, including contract description, contract value, clients name and contact details with national or international organizations
- Valid Business License
- Company Profile,

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 or call +93792646079 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.

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/2020/0000005584**

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

Please note that UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)

Yours sincerely,



Head of Procurement Unit
June 14, 2020