

Dear Sir / Madam,

The United Nations Development Programme (UNDP) Country Office Georgia hereby invites you to submit a Quotation to this Request for Quotation for purchase of IT Equipment, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

This RFQ includes the following documents:

- RFQ Data Sheet
- Annex 1 – Specification of Services Required
- Annex 2 – Form for Submitting Supplier's Quotation
- Annex 3 – UNDP General Terms and Conditions for Services
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer, comprising of following documents stated in this RFQ, should be submitted to UNDP CO Georgia in accordance with the RFQ Data Sheet through the "UNDP ATLAS E-tendering system" (<https://etendering.partneragencies.org>).

- Duly Accomplished Signed and Stamped Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;
- Latest Business Registration Certificate (Extract from Public Registry);
- Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);
- Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);
- Detailed Specifications of the Equipment;
- Bank Details (Bank Requisites, Including name of the Bank, Account Name and Number);
- Warranty Details.

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 procurement.geo@undp.org.

A Bidder Training will be available on 15 April 2016, at 11:00 at UN House (9 Eristavi Street, Tbilisi 0179, Georgia).

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.
Please remember the Bid submission deadline is as indicated in the system. In case of any discrepancies deadline indicated in the system shall prevail.

Please note that, upon finalization of procurement process, the award notification will be published on <https://extranet.undp.org.af/SitePages/tenderupdates.aspx>.

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