SECTION 1: REQUEST FOR PROPOSAL (RFP)

UNDP kindly requests your Proposal for the provision of services as detailed in Annex 1 of this RFP. This Request for Proposal comprises the following documents:

Section 1: This request letter
Section 2: RFP Instructions and Data
Annex 1: Schedule of Requirements
Annex 2: Offer Submission Form
Annex 3: Technical Offer
Annex 4: Financial Offer

When preparing your offer, please be guided by the RFP Instructions and Data. Please note that offers must be submitted by the specified deadline using one of the following methods:

- **Electronic submission through the Quantum System:** Respond to the online questions and upload all required documents through the portal.
- **Hard Copy submission:** Submission of the required documents on a USB flash drive, CD, or DVD, enclosed in **sealed envelope** clearly identified as **"Technical Proposal" folder** and **"Financial Proposal," folder** with the subject of the bidding stipulated on the envelope and delivered by courier or mail to the address below.

In both cases, offers shall be prepared using Annex 2: Proposal Submission Form and Annex 3: Technical and Financial Offer, as applicable, and submitted by the method and within the date and time indicated in Section 2.
It is your responsibility to ensure that your offer is submitted on or before the deadline. Offers received after the submission deadline, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.
In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your offers.

UNDP Iran Procurement Unit