**Returnable Forms:**

**Returnable Form 1:**

**Letter of Tender:**

**To: Community Development and Environmental Protection Organization (CDEPO)**  
  
**Date: [Insert Date of Submission]**

**Subject: Tender Submission for RFP CDEPO/UNDP/2024/001 – Establishing Computer Lab at Shaheed Abdul Kabir High School**

Dear Sir/Madam,

With reference to the Request for Proposal (RFP) issued by CDEPO dated 12-Dec-2023, we, **[Your Company Name]**, are pleased to submit our tender for the project "Establishing Computer Lab for Shaheed Abdul Kabir High School (Code No: 617000002) in Waghaz District of Ghazni Province" under Contract No. CDEPO/UNDP/2024/001, supported by Grant No: UNDPAFG\_LVG\_NCCSP\_069.

We have thoroughly reviewed the RFP, including the scope of work, eligibility criteria, and instructions provided. Our submission fully complies with the terms and conditions set out in the RFP document and the appendices attached.

Our tender comprises of:

1. A detailed technical proposal demonstrating our understanding of CDEPO's requirements, our approach, quality control, safety plan, and a detailed work plan using a Gantt chart.
2. A financial proposal structured as per the guidelines outlined in the RFP, ensuring competitive pricing and financial stability.
3. Necessary supporting documents as required under the RFP, including our company profile, evidence of past performance, and statutory documents.

We affirm that our bid is valid for **60 days** from the submission date, and we will adhere to the confidentiality requirements as stipulated by CDEPO. We understand the importance of this project to the community and are committed to delivering high-quality work within the proposed timeline.

In submitting this tender, we also acknowledge the payment terms outlined in the RFP, including the retention money policy, and confirm our acceptance.

We look forward to the opportunity to contribute to CDEPO's mission and the betterment of the educational infrastructure in Afghanistan. Thank you for considering our tender. We are available for any further clarifications or discussions as may be required.

Sincerely,

**[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]  
[Company Seal/Signature]**

Enclosures:

* Technical Proposal
* Financial Proposal
* Supporting Documents as per RFP requirements

**Returnable Form 2:**

**Company Information Form:**

**Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal Status:** (e.g., LLC, Corporation, Partnership) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Year Established:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Registration Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registered Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNGM No.**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information:**

* **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Website:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Contact Person:**

* **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Operations:**

* **Main Area of Business/Service:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Number of Employees:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration:** I, **[Name and Position]**, declare that the above information is accurate and true.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Returnable Form 3:**

**Company General Experience:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Project Name and Contract No.** | **Start Date** | **Finish Date** | **Contract Amount** | **Client** | **Client Contacts** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |

**Returnable Form 4:**

**Similar Experience:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Name and Contract No.** | **Location** | **Contract Date** | **Completion Date** | **Contract Amount** | **Client & Contact** | **Note** |
|  |  |  |  |  |  | Copy of contract and completion certificate available |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Returnable Form 5:**

**Key Personnel:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Position** | **Name** | **Year of Experience** | **Educational Background** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

Note: Attach CVs and Certificates of each candidate to this sheet.

**Returnable Form 6:**

**Equipment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Equipment** | **Number** | **Power** | **Owned/Leased** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
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Note: Attach supporting documents (ownership documents) to this sheet.

**Returnable Form 7:**

**Pending Litigation:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **Case Title** | **Case Number** | **Court of Law** | **Nature of Litigation** | **Date Filed** | **Current Status** | **Remarks** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |

Note: If there is no pending titivation with your company, simple insert “None” in the first cell of the table.