

Appendix A

Quotation Cover Letter

(Must be submitted on the organization's commercial letterhead)

To: ORCD Kabul, Afghanistan

Ref: RFQ No: **ORCD-UNFPA-MHTs-Ningarhar-0048.**

Provide **Twenty-Two (22)** Rental Vehicles (**PICKUP 4x4**) with Drivers for **Ningarhar province Dara-e-Noor and Sherzad Districts**)

Dear ORCD:

On behalf of my organization, I, the undersigned, offer to perform the work/services as described in the above referenced **RFQ No: ORCD-UNFPA-MHTs-Ningarhar-0048.**

in accordance with the Bill of Quantities and all other pertinent sections of the RFQ, and in accordance with our submitted Quotation, comprised of:

- Priced Bill of Quantities (RFQ Attachment B)
- Summary of Relevant Work Experience (RFQ Attachment C)
- Copy of Business License (RFQ Attachment D)
- Certifications (RFQ Attachment E)
- Inspection (RFQ Attachment F)

With references to all components of our Quotation, including but not limited to RFQ Appendices A through F, I have reviewed the information presented, and to the best of my knowledge, I certify that all of the information is current, complete and accurate.

Our attached Bill of Quantities is priced at the total sum of:

Figures = USD

Words = USD

Our Quotation shall be binding upon us, including mutually agreed upon modifications resulting from Purchase Order negotiations, for a period of 30 calendar days from the specified RFQ Closing Date, after which time the validity of our proposal will expire.

We understand that ORCD is not required to accept and/or evaluate Quotations that do not conform to the instructions of the referenced RFQ, and additionally, ORCD may reject all Quotations and not award a Purchase Order for this RFQ.

Name of Organization _____

Name of Agent _____

Title of Agent _____

Email address _____

Mobile phone # _____

Signature _____

Date _____