منظمة الأغذية والزراعة للأمم المتحدة
联合国粮食及农业组织
Food and Agriculture Organization of the United Nations
Organisation des Nations Unies pour l'alimentation et l'agriculture
Продовольственная и сельскохозяйственная организация Объединенных Наций
Organización de las Naciones Unidas para la Agricultura y la Alimentación

Viale delle Terme di Caracalla, 00153 Rome, Italy Fax: +39 0657053152 Tel: +39 0657051 www.fao.org

Dear Sir/Madam,

The Food and Agriculture Organization of the United Nations ("FAO" or "Organization") is an intergovernmental organization with more than 191 member nations. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life to ultimately lead to enhanced better rural livelihoods.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers' groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site: http://www.fao.org).

The FAO in Afghanistan has been implementing '***The Programme for the Improvement of Irrigation Systems in Kabul, Bamyan and Kapisa Provinces, Afghanistan*** and one of the major components of the Programme is the construction irrigation schemes.

The Food and Agriculture Organization of the United Nations requests assistance in connection with the implementation, construction of irrigation schemes and solicits Expression of Interests for pre-qualification from registered and experienced companies/ firms.

You are hereby invited to submit your application in connection with the pre-qualification to be eligible to award of such services.

The pre-qualification is subject to the following procedures and conditions which you are deemed to have accepted by your application.

1. **Procedures**

1.1 All registered firms /companies with related nature of works and complexity are invited to submit their application and this Organization intends, without having committed itself in any way to any of the firms it invites, to pre-qualify the firm for the mentioned works and services, which it considers as having fulfilled all the criteria and met all the conditions.

1.2 In submitting your application you are supposed to have considered all aspects relevant to the nature of works and complexities and to have analyzed all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your interest for application.

1.3 It is understood that all documents, information, etc. which may form part of your application will become the property of the Organization who will not be required to return them to your firm.

1.4 All costs incurred to prepare your documents for the application have to be borne by you; this Organization will not be liable to reimburse any or all of such costs.

1.5 The Organization reserves the right to publish the details of pre-qualification process and results; including company's name and country, its assets and resources. In all cases, non-qualified companies/ firms will be notified.

2. Documents Enclosed

To facilitate preparing your application the following documents are enclosed:

2.1 The "Performa for Pre-qualification" document, to be used for providing relevant information;

2.2 Appendix A to the Expression of Interest, which provides the "Sample for Application".

2.3 Other forms to be completed by Applicant.

3. Documents to be Submitted

3.1 The duly completed "Formats" mentioned in Performa for Pre-qualification

3.2 **Mandatory Requirements:** Applicants should provide the information/documents listed below which are essential for the participation to the pre-qualification process. **Failure to provide such information/evidence will result in the disqualification of the applicant from the pre-qualification assessment/ evaluation process.**

3.2.1 Proof of legal status, registration and certification as required by national and local authorities e.g. Afghanistan Investment Support Agency (AISA); Ministry of Urban Planing and Costruction and/or Ministry of Public Work.
3.2.2 Proof of completion of works comparable in value and nature to the works to be performed;
3.2.3 List and Qualifications of key personnel with Bio data;
3.2.4 List of tools, equipment and materials dedicated to the works to be performed.
3.2.5 Others as mentioned in Performa and Appendix.

4. Completeness of Application

Application will only be considered if it contains required information and documents as otherwise it will not be possible to evaluate them.

5. Form of Submission and Closing Date

5.1 Your Application should be submitted in an **envelope** which should be marked and addressed as follows:

CONFIDENTIAL
Not to be opened by Registry!
APPLICATION FOR PRE-QUALIFICATION No: 001/2014/EOI

FAO of the United Nations
Premises of Ministry of Agriculture, Irrigation and Livestock,
Jamal Mina, Opposite Kabul University
Kabul, Afghanistan

Please note that this office is closed on Friday & Saturday

PLEASE NOTE THAT IF YOU SEND YOUR APPLICATION BY COURIER, THE ENTIRE ADDRESS AS SET FORTH ABOVE, SHOULD BE CLEARLY INDICATED ON THE FRONT OF THE COURIER ENVELOPE

5.2 Your Application should reach this Organization not later than **on: 31 December 2014 -16:00 hours** Afghanistan standard time.

5.3 We would appreciate your acknowledging receipt of this invitation and indicating your intention as to whether or not you will submit application by completing and returning the attached letter by email: Faridoon Orya (FAOAF), e-mail: faridoon.orya@fao.org & copy to NaseerAhmad Adeeb, (FAOAF), naseerahmad.adeeb@fao.org or hand deliver to FAO Office.

APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND/OR ANY OTHER ADDRESS WILL BE CONSIDERED INVALID

6. **Communications Concerning this Application (Expression of Interest)**

All communications (for enquiry) concerning this Application (Expression of Interest) should mention the reference number mentioned above and be submitted as soon as possible by email: ilhom.muhomediev.fao.org and/or Fax number: + 93202510428.

May I take this opportunity of expressing my appreciation of your expression of interest in assisting the Organization in the implementation of its activities.

Yours Sincerely,

Ilhom Muhomediev
International Procuremenent Officer
Kabul Afghanistan

(TO BE TRANSCRIBED ON THE COMPANY'S OFFICIAL STATIONERY)

EOI No. 001/2014 EOI Date: .....

Food and Agriculture Organization of the United Nations
Premises of Ministry of Agriculture, Irrigation and Livestock,
Jamal Mina, Opposite Kabul University
Kabul, Afghanistan.

Dear Sir or Madam,

I acknowledge receipt of your invitation to submit a proposal for the above-mentioned EoI and should like to inform you that:

☐ This firm will submit a proposal

☐ This firm will not submit a proposal for the following reasons:

Yours faithfully,

.....
(Signature)

.....
(Name & Title)

.....
(Company Seal)