



CALL FOR EXPRESSION OF INTEREST

Title of the EOI:

Call for Expression of Interest: Pre-qualification for the supply of recurrent requirements to UNDP, Arundel Office Park, Norfolk Road, Mount Pleasant Harare Zimbabwe.

Date of the EOI:

23 November 2018

Closing date and time for the EOIs submission:

16:00hours of 7 December 2018 Zimbabwe, Harare local time

EOI Number:

PRC/ZWE/EOI/1618/23/11/2018

Email for EOI submission:

bidstechnical.zw@undp.org

1. Background

Responding effectively to programme and operational needs depends on the timely availability of high-quality goods and services. UNDP's procurement practitioners are expected to acquire goods and services from the best sources according to stipulated policies and procedures. They must exercise sound judgement, and carefully consider costs and benefits to the organization. Because UNDP funds are entrusted to it by the public, all transactions must be carried out based on the highest degree of accountability and impeccable standards. Regardless of their purpose and funding sources, procurement actions must always be subject to the following general principles:

- Best value for money
- Fairness, integrity and transparency
- Effective international competition
- Best interests of UNDP

2. Objective

In pursuit of the above, UNDP Zimbabwe seeks to maintain a clean corporate reputation of the procurement role in line with internationally recognized business best practices. To this end, the country office would want to establish a roster of companies with technical, professional and financial capacities to supply goods and services within the categories mentioned in Section 3 below. In establishing the roster, UNDP seeks to ensure that it would, in the course of its business be:

- Diligently engaging suppliers who are duly operating Nostro Foreign Currency Accounts as directed by the regulatory authority, the Reserve Bank of Zimbabwe;
- Rationally demonstrating value for money on its transactions by engaging suppliers who are legally incorporated in accordance with the law of Zimbabwe;
- Proactively undertaking due processes of supplier and market assessments for the purposes of establishing credibility prior to engagement for provision of services and supply of goods

3. Requirement capacity areas

1. Catering;
2. Plumbing;
3. Carpentry works, painting and tiling;
4. ICT support services (e.g. LAN networks);
5. Office partitioning;
6. Clinic consumables;
7. Graphics and print woks (newsletter, flyers, reports, business cards, and banners);
8. Stationery;
9. Video filming and photographing
10. Musical entertainment (e.g. performing artists);
11. Promotional materials (e.g. branded products);
12. Electrical services;
13. Workshop/Seminar/Event Facilitation;
14. Training services (HR issues, ICT, etc, please specify);
15. Repairs and maintenance of clinic/lab equipment;
16. Incineration of clinic waste.

4. Applicants to the Call for EOI

The EOI shall be submitted by email only to the email provided below:

- Email:
EOI, in email, should reach the email address bidstechnical.zw@undp.org no later than the 7 December 2018 16:00 hours Zimbabwe, Harare local time with the subject headline **PRC/ZWE/EO/1618/23/11/2018: Pre-qualification for the supply of recurrent requirements to UNDP, Arundel Office Park, Norfolk Road, Mount Pleasant Harare Zimbabwe**, size of which should be no more than 8 MB per single email. In the event that submission exceeds 8MB, prospective suppliers are advised to split submission into a maximum of 3 parts, with each submission bearing the full EOI reference above and indicated as Part xx of 3.

UNDP reserves the right to reject EOIs submitted after the deadline indicated above.

This Call for Expression of Interest is open to organizations legally incorporated in accordance with the laws of Zimbabwe and/or country of registration, who believe have the capacity to contribute to one or more services under the capacity areas mentioned under Section 3 above of this Call for EOI.

Please note that the Call for EOI is not an invitation for submission of Bid.

5. Selection Criteria for inclusion in the Roster

This Invitation for EOI aims to compile a roster of potential organizations with demonstrable technical, professional and financial capabilities in one or more of the capacity areas mentioned under Section 3 of this Invitation for EOI. The prequalified organizations that make part of the roster may be invited to submit bids to all requirements listed as and when needs arise at UNDP, which will then result in issuance of a Purchase Order for provision of the requested products/services.

Table 1: Selection Criteria to be taken into consideration during the EOI Evaluation.

#	Selection criteria	Additional comments
1	Legally registered national and international companies/service providers	Provide certified copies of official Institutional registration documents in accordance with incorporation laws of Zimbabwe and/or country of registration. - Certificate of Incorporation Form C1; - List of directors Form C.R. 14; - Tax Clearance (ITF263) for 2018; - Value Added Tax Registration.
2	Clear organizational profile and structure.	Provide clear organization profile -Organogram; -Number of staff within the organization; -Copies of CVs of key staff.
3	Confirmation of FCA Nostro Account	-Copies of company bank statements of the accounts with bank stamp;
4	Experience in the provision of services in area of interest as per Section 3	Provide contact details of top five current clients receiving similar products/services from your organization showing: -Full Name; -Company Name; -Phone Number; -Email address; -Dates services provided
5	Confirmation of technical capability to provide services/goods as per requirements.	Three (3) letters of reference or recommendations of good performance from an NGO, multinational organizations, or large national organizations in mining, retailing, or government institution or Letters from principals, OEM, etc. showing authorization for local dealership, exclusive agency, distributorship, etc.

6. Documentation to be submitted:

The EOI must include the following documentation, together with supporting documents requested under Section 5 Table 1 which should be duly signed, dated and stamped:

- Annex 1: Application Form
- Annex 2: Selection Criteria
- Annex 3: Acceptance of UNDP General Terms and Conditions

All Applicants are required to complete and submit these three (2) Annexes as part of their submission, duly signed, dated and stamped. Evaluation is on a pass/fail basis. Only those organizations that provide all the requested documents and information will be considered for the Roster.

All documents should be presented in the English language and presented in an orderly manner. UNDP reserves the right to reject Expression of interests from applicants failing to provide the requested information.

EOI should be submitted by email as mentioned above in Section 4.

7. Request for clarification:

Applicants are required to submit any request for clarification up to 3 December 2018 by email only to: procurement.zw@undp.org. Requests for clarifications submitted after this date shall not be considered.

8. Evaluation Process

Once the submission date of the EOI has closed, UNDP will evaluate all submitted responses, and only those applicants that are successfully prequalified to the roster will be notified by email of the outcome.

Based on the evaluation results, selected organizations will be listed on the roster. The prequalified organizations that make part of the roster shall be invited to submit bids to all future requirements listed under Section 3 as and when needs arise at the UN Clinic, which will then result in issuance of a Purchase Order to the most competitive technical compliant offeror for provision of the requested products/services.

9. Further information

Since the official language used for the EOI is English, this request for expression of interest is published in English only.

All requests for clarifications should be sent to the following email address: procurement.zw@undp.org. No clarification will be issued through the phone. Clarification will be accepted as mentioned Section 7 above.

Clarifications answers will be sent directly to the concerned Bidder and the consolidated responses for all questions asked will be posted on the UNDP procurement notices website: <http://procurement-notice.undp.org/>

Annex 1: Application Form

**ORGANIZATION REGISTRATION
APPLICATION FORM**

ORGANIZATION'S DETAILS

Item	Details		
Legal Name of Firm/Organization and place of Registration:			
Firm/Organization Business Registration:	Registration No.	Date of Registration	Remark
Address Details	Address: Tel Number: Fax Number: E-mail:		

CONTACT DETAILS:

Main Contact Person:

Name:		Telephone No.:	
Position:		Mobile No.:	
Email Address:		Fax No.:	

Alternative Contact Person:

Name:		Telephone No.:	
Position:		Mobile No.:	
Email Address:		Fax No.:	

Signature:

Date:

Stamp:

Annex 2: Selection Criteria

Items / Documentation Required			
Eligibility and Qualifications Criteria	Applicant's Response		Applicant's remarks
	Information/Document Submitted as per Table 1 of section 5		
	Yes	No	
Provide certified copies of official Institutional registration documents in accordance with incorporation laws of Zimbabwe and/or country of registration. - Certificate of Incorporation Form C1; - List of directors Form C.R. 14; - Tax Clearance (ITF263) for 2018; - Value Added Tax Registration.			
List Capacity Area (s) Applied for:			
Provide clear organization profile: -Organogram; -Number of staff within the organization; -Copies of CVs of key staff.			
Copies of FCA Nostro company bank account statements with bank stamp.			
Provide contact details of top five current clients receiving similar products/services from your organization showing: -Full Name; -Company Name; -Phone Number; -Email address; -Dates services provided.			
Three (3) letters of reference or recommendations of good performance from an NGO, multinational organizations, or large national organizations in mining, retailing, or government institution or Letters from principals, OEM, etc. showing authorization for local dealership, exclusive agency, distributorship, etc.			

Signature:**Date:****Stamp:**

Acceptance of the UNDP General Terms and Conditions

1. UNDP shall effect payments to the contractor **ONLY** upon completion, acceptance and certification of the deliverable(s) as requested by UNDP;
2. Payment effected by UNDP to the contractor shall be deemed neither to relieve the contractor of its obligations under the contract nor as acceptance by UNDP of the contractor's delivery of the goods and/or performance of the services;
3. Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an original invoice or advise the contractor of its non-acceptance within a reasonable time from receipt;
4. Payments shall be made into the supplier's FCA Nostro Account in USD;
5. Prices offered shall be in USD, shall remain in force for the maximum period of the contract and shall not be subject to adjustment or revision because of price or currency fluctuations or the actual costs incurred by the contractor in the performance of the contract;
6. Complete schedule of UNDP General Terms and Conditions for Contracts attached.

Signature:

Date:

Stamp:
