

Provision of Internet and Telecommunication Service  
UNDP & other Participating UN Agencies on Long  
Term Agreement (LTA)

Ref: RFP/SLE/2019

## Form of Submitting Proposal

1. Technical Proposal - clearly marked "Technical Proposal"
2. Financial Proposal - Clearly marked "Financial Proposal"

Note:

- ❖ Each in separate envelopes
- ❖ The two envelope submitted in one big Envelope
- ❖ Do not indicate the name of submitting company on the envelope

## Pay attention to the following

- Instruction to Bidders (page 5–16)
- Bid Data Sheet (Page 17-19)
- Terms of Reference (Page 24-28)
- General Terms and Conditions (Page 19 – links)

## Important deadlines

- Submission of request for clarifications – 3 May 2019
- Submission of Technical & Financial Proposals – 17 May 2019
- Time to submit: 16:00 Hours (Sierra Leone Local Time)

## Where to submit

- UNDP Tender Box

## How?

- Ensure your submission registered showing date and time received
- Sign Register and drop in the "Tender Box" located at the Reception

## Bid Opening

- Proposal will be opened the same day i.e. 17 May 2019
- Bidders who wish to participate in the bidding exercise should feel free to do so.
- The evaluation process will be conducted internally and successful bidder (s) informed

End

Questions