

Event Details

Procurement Notice

Event ID	Format	Type	Page
FJI10-0000004563	Sell	RFx	1
Event Round	Version		
1	1		
Event Name	IC - for Technical Writer for Financial Inclusion		
Start Time	Finish Time		
10/03/2019 22:49:42 CET	10/18/2019 10:49:00 CET		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: Fiji
UNDP Office in Fiji
414 VICTORIA PARADE
KADAVU HOUSE
SUVA C
Fiji
Contact: Deepak Naicker
Phone: +679 3312500
Email: deepak.naicker@undp.org

Event Description

The United Nations Development Programme (UNDP) Pacific Office in Fiji hereby invites you to submit a proposal to this Individual Consultancy for Technical Writer for Financial Inclusion Publications under the Pacific Financial Inclusion Programme.

To assist you in understanding the requirements of this assignment, we have attached here to the following:

- a) The Terms of Reference for the assignment described above;
- b) The Offerors Letter of Confirmation of Interest, Availability and submission of financial proposal, which you must accomplish and submit to UNDP; and
- c) The General Terms and Conditions of the Individual Contract.
- d) Guide to eTendering

Please note the process is managed through the UNDP e-tendering system. Bidders who wish to submit an offer must be registered with UNDP e-tendering system. If bidders have already registered, then you may sign in using your registered username and password. Please use "Forgotten password" link if you do not remember your password. Do not create a new profile if a profile already exists.

For first time users you can register by visiting the link below using the username and password provided.

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password. You can participate in the bid event only if you have registered in the system.

Detailed user guide on how to submit a bid is attached to this notice.

Should you require clarifications to this consultancy or assistance in using the e-tendering system, please email to deepak.naicker@undp.org.

UNDP looks forward to receiving your bid and thank you in advance for your interest in UNDP procurement opportunities.

General Comments

- The following attachment is enclosed:
 - Terms of Reference
 - E-tendering Instructions to Bidders
 - Offerors letter on confirmation of Interest, Availability and Financial Proposal
 - IC General Conditions of the Contract

General Questions

Question	UOM	Best	Worst	Weighting	Response
Do you accept General Terms and Conditions of IC, which you are expected to sign in the event you are the selected Offeror in this procurement process?		Yes		0%	<input type="text"/>
Required: Yes Mandatory Response: Yes					

Response Comments

Do you confirm that you are available for the entire duration of the assignment as required in the TOR?

Yes

0%

Required: Yes Mandatory Response: No

Response Comments

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Question	UOM	Best	Worst	Weighting	Response
Have you submitted your CV as required?		Yes		0%	

Required: Yes Mandatory Response: Yes

Response Comments

Have you submitted Confirmation of Interest and Financial Proposal as per the template provided?

Yes

0%

Required: Yes Mandatory Response: Yes

Response Comments

Line Details

Line: 1	Item ID: 80161903E	Line Qty: 1	UOM: Each	Weighting: 100%	Bid Qty:
Required: No	Reserve Price: No				

Min/Max Qty: No min / No max

Description: E) Intl Consultants-Technical

Question	UOM	Best	Worst	Weighting	Response
Please indicate \$1 as the price for this line.					

The financial proposal shall be uploaded using the Financial Proposal template provided.

0

100%

Required: Yes Mandatory Response: Yes

Response Comments

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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		
Bid Attachments :		

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Appendix B - Terms & Conditions

1. Terms and Conditions of Use of the Web Site:

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(b) The UNDP administers this Site. All Material on this Site from the UNDP appears subject to the present Terms and Conditions.

(c) Unless expressly stated otherwise, the findings, interpretations and conclusions expressed in the Materials on this Site are those of the various UNDP staff members, consultants and advisers to the UNDP who prepared the work and do not necessarily represent the views of the UNDP, the United Nations or its Member States.

(d) UNDP procurement activities are guided by policies and procedures set out in various documents, including the procurement chapter of the UNDP's Programme and Operations Policies and Procedures. Please also read carefully all instructions, terms and conditions or requirements contained in the Site.

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If this Site contains bulletin boards, chat rooms, access to mailing lists or other message or communication facilities (collectively, "Forums"), the User agrees to use the Forums only to send and receive messages and materials that are proper and related to the particular Forum. By way of example and not as a limitation, the User agrees that when using a Forum, he or she shall not do any of the following:

- (a) Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- (b) Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent or unlawful material or information;
- (c) Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy and publicity) unless the User owns or controls the rights thereto or has received all consents therefore as may be required by law;
- (d) Upload or attach files that contain viruses, corrupted files or any other similar software or programs that may damage the operation of another's computer;
- (e) Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;
- (f) Falsify the origin or source of software or other material contained in a file that is uploaded;
- (g) Advertise or offer to sell any goods or services, or conduct or forward surveys, contests or chain letters, or download any file posted by another user of a Forum that the User knows, or reasonably should know, cannot be legally distributed in such manner.

The User acknowledges that all Forums and discussion groups are public and not private communications. Further, the User acknowledges that chats, postings, conferences, e-mails and other communications by other Users are not endorsed by the UNDP, and that such communications shall not be considered to have been reviewed, screened or approved by the UNDP. The UNDP reserves the right to remove, for any reason and without notice, any content of the Forums received from Users, including, without limitation, e-mail and bulletin board postings.

Preservation of immunities

Nothing herein shall constitute or be considered to be a limitation upon or a waiver of the privileges and immunities of the UNDP or the United Nations, which are specifically reserved.

General

The UNDP reserves its exclusive right in its sole discretion to alter, limit or discontinue the Site or any Materials in any respect. The UNDP shall have no obligation to take the needs of any User into consideration in connection therewith.

The UNDP reserves the right to deny in its sole discretion any user access to this Site or any portion thereof without notice.

No waiver by the UNDP of any provision of these Terms and Conditions shall be binding except as set forth in writing and signed by its duly authorized representative.

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