

PROFESSIONAL SERVICES CONTRACT PROCUREMENT NOTICE

Date: 27 Feb 2015

Reference No.: RFP150320-01

Country: Grenada

Description of the assignments: Preparation of Grenada's Second National Communication (SNC) report to the United Nations Framework Convention on Climate Change

Project name: Second National Communication

Period of assignment/services (if applicable):

1. SUBMISSION INSTRUCTIONS TO APPLICANTS – IMPORTANT!

1.1. Deadline:

- Proposal should be submitted by email ONLY to procurement.bb@undp.org no later than **20 March 2015 at 1:00pm Eastern Caribbean Time (GMT-4)**

Please do not state the lump sum total for the quotation in the technical proposal or any other document (other than the Financial Proposal) unless specifically requested by UNDP.

Firms must fulfil the profile minimum requirements and comply with the application instructions to be evaluated. Interviews will be conducted, if necessary, by UNDP with short-listed candidates.

1.2. Electronic submissions ONLY must be provided by email to procurement.bb@undp.org, as follows:

- Subject line must contain **"Company Name– RFP150320-01"**
- Submissions must be one (1) email containing two (2) separate attachments:
 - "Confidential Technical Proposal"
 - "Confidential Financial Proposal"
- Both attachments must be password-protected (i.e. requiring password to open file – Word or PDF) - a different password for each file
- Other documents submitted in the email do not need to be password-protected.
- *Technical Proposal password* should be submitted to procurement.bb@undp.org on: - **Friday 20 March 2015 between 1:00 p.m. and 4:00 p.m. Eastern Caribbean Time (GMT-4)** with the following subject line: **"Company Name – RFP150320-01: [Technical Password]"**

The *Technical Proposal* password must not be submitted prior to this period

If the password is not submitted during this period, your proposal may not be considered

The password for the financial proposal must be submitted ONLY if requested

2. CLARIFICATIONS

Any request for clarification must be sent to the email address indicated above by **13 March 2015**. The UNDP Barbados and the OECS Procurement Unit will post responses to questions on the UNDP Procurement website <http://www.bb.undp.org/content/barbados/en/home/operations/procurement/> including an explanation of the query without identifying the source of inquiry.

3. DEADLINE EXTENSIONS AND AMENDMENTS

UNDP may, at its discretion, extend the deadline for the submission of Quotations. UNDP also reserves the right to cancel any Request for Proposal (RFP) previously published at any time. Potential bidders will be notified of deadline extensions, amendments or cancellations at <http://www.bb.undp.org/content/barbados/en/home/operations/procurement/>