INVITATION TO BID

PROVISION OF UNARMED PRIVATE SECURITY SERVICES

ITB No.: TTOITB0000003922
Project: COMMON SERVICES
Country: TRINIDAD AND TOBAGO
Issued on: 24 June 2019
Notice of Invitation

The United Nations Development Programme (UNDP) Trinidad and Tobago hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the for the provision of Unarmed Private Security Services.

The purpose of the present bidding is to conclude a Long-Term agreement for Unarmed Private Security Services.

This procurement process is conducted through the UNDP eTendering online system (interested applicants must register in the system in order to access the additional documents). Detailed instruction on how to register as a first-time user, how to submit and manage bids, as well as the complete User guide for bidders, and FAQ document for bidders, can be found at the link below:

UNDP Procurement Resources for Bidders

First-time registrants can also use the following details to login and create access:

i. URL: https://etendering.partneragencies.org
   Username: event.guest
   Password: why2change (DO NOT change this password)

ii. Click on “Register as Sourcing Bidder” – see screenshot below:

If you have already registered in the system before, log in using your username and password. If you do not remember your password, use “Forgot Password” link or contact UNDP for support. Do not register as a new
bidder. Once you have completed registration and are signed in, search for the Event ID indicated on page 1 above.

Please note:
1. It is strongly recommended that you create your username with two parts, i.e. your first name and last name separated by ‘.’ (e.g. john.smith).
2. The registration page enables you to create a user ID. The system will generate a temporary password that will be sent to the email address provided by you during registration process. Ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.
3. When creating your new password, it should meet the following criteria –
   • Minimum 8 characters long
   • At least one UPPERCASE LETTER
   • At least one lowercase letter
   • At least one number
4. Before attempting to login with your temporary credentials, it is recommended that you clear your browser history (see links below for instructions): -
   • Clearing browser history in Internet Explorer
   • Clearing browser history in Chrome
   • Clearing browser history in Mozilla Firefox

Deadline of submission is indicated in the online system. Any extensions or other amendments to the solicitation documents will be posted in the eTendering system. Bidders must click on “Accept invitation” button to receive automatic notifications if such amendments occur, and to be logged as having posted a bid.

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

Yours sincerely,

Procurement Unit, UNDP Trinidad and Tobago.