

# Event Details

## Procurement Notice

Event ID	Format	Type	Page
FJI10-0000004546	Sell	RFx	1
Event Round	Version		
1	2		
Event Name			
IC-LTA for Graphic Designer			
Start Time		Finish Time	
10/01/2019 17:59:00 CET		10/17/2019 16:00:00 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:** 322-7704  
**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 Long Term Agreement for Graphic Designer under the Effective Governance Unit.

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.

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: Yes

### Response Comments

# Event Details (cont.)

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Question	UOM	Best	Worst	Weighting	Response
Have you submitted the CV and Portfolio of past work as required?		Yes		0%	<input type="text"/>

Required: Yes Mandatory Response: Yes

### Response Comments

Have you submitted Confirmation of Interest and Financial Proposal as per the template provided?		Yes		0%	<input type="text"/>
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Required: Yes Mandatory Response: Yes

### Response Comments

## Line Details

<b>Line:</b> 1	<b>Item ID:</b> 80161903E	<b>Line Qty:</b> 1	<b>UOM:</b> Each	<b>Weighting:</b> 100%	<b>Bid Qty:</b> <input type="text"/>
<b>Required:</b> No	<b>Reserve Price:</b> No	<b>Min/Max Qty:</b> 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%	<input type="text"/>

Required: Yes Mandatory Response: Yes

### Response Comments

# Event Details (cont.)

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## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		
<b>Bid Attachments :</b>		

# Event Details (cont.)

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FJI10-0000004546	Sell	RFx	4
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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.

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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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