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Resilient nations.*

REQUEST FOR PROPOSAL

Consulting Services for Design and Construction Supervision for SISSTEM FACULTY PROJECT ARUBA

RFP No.: **RFP/UNDP/TT / 0000004465**

Project: **Sustainable Islands Solutions in Science, Technology, Engineering and
Mathematics (SISSTEM) in support of the Aruba Sustainable Energy Roadmap 2020**

Country: ARUBA

Issued on: 15 October 2019

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet. 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:

Procurement Resources for Bidders

[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:

The screenshot displays the eTendering system's main interface. On the left, there is a 'Menu' section with a search bar and links to 'Manage Events and Place Bids', 'View Terms & Conditions', 'Main Menu', 'View Terms & Conditions', 'Manage Events and Place Bids', 'Strategic Sourcing Events', 'Register Bidder', and 'Clear Events and Place Bids'. Below this is a 'Login' section with fields for 'User ID' and 'Password', a 'Sign In' button, and links for 'Register as a Sourcing Bidder' (circled in red), 'I forgot my password', and 'See all authorized Forums'. On the right, there are sections for 'My Sell Events' and 'My Buy Events'. 'My Sell Events' lists several events with their names and descriptions, while 'My Buy Events' states 'There are no events to view'.

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.

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*

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.

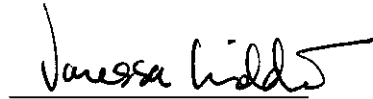
If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires notifying UNDP accordingly.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

Please acknowledge receipt of this RFP by sending an email to procurement.tt@undp.org indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:



Name: Vanessa Chiddick
Title: Procurement Associate
Date: **October 15, 2019**

Approved by:



Name: Beverly Charles
Title: Operations Manager
Date: **October 15, 2019**