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Resilient nations.*

# **INVITATION TO BID**

## **LONG TERM AGREEMENT (LTA) FOR PROVISION OF TRAVEL MANAGEMENT SERVICES**

ITB No.: TTO0000005348

Project: Management Plan- Organizational Effectiveness

Country: TRINIDAD AND TOBAGO

Issued on: 6 February 2020

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## Section I. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

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

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet. This procurement process is conducted through the [UNDP eTendering online system](#)

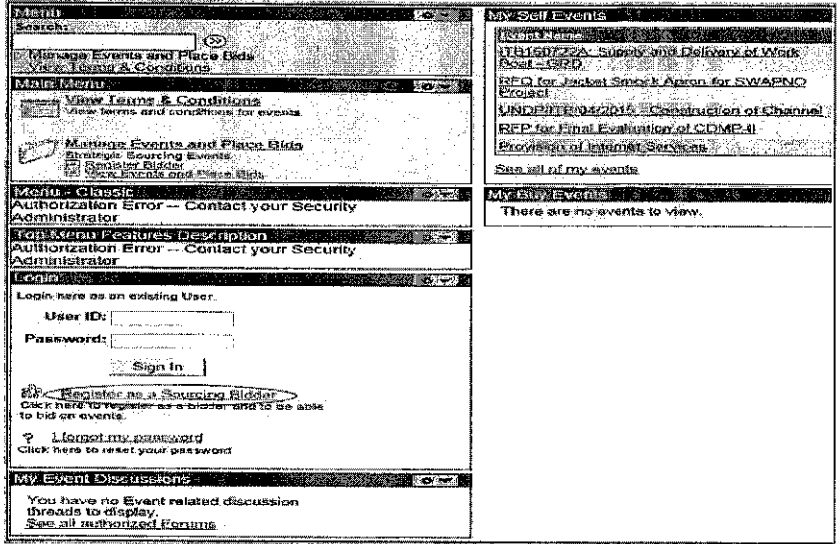
(interested applicants must register in the system in order to access the additional documents). Detailed instruction on how to register as a first-time user, how to submit and manage bids, as well as the complete User guide for bidders, and FAQ document for bidders, can be found at the link below:

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:



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

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](#)

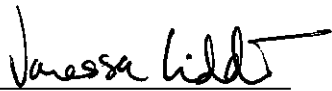
Deadline of submission is indicated in the online system. Any extensions or other amendments to the solicitation documents will be posted in the eTendering system. Bidders **must** click on "Accept invitation" button to receive automatic notifications if such amendments occur, and to be logged as having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

If you have received this ITB 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 ITB.

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

Issued by

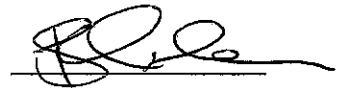


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Date: **February 6, 2020**

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Title: Operations Manager

Date: **February 6, 2020**