

Dear Sir / Madam:

We kindly request to submit your proposal for the “Technical Advisory to County assemblies Forum (CAF) on communication”.

Please be guided by the form attached hereto as Section Six (6) which comprise Forms A, B, C, D, E, F, G. in preparing and submitting your Proposal. Attached also is the General Terms and Conditions for contract and the RFP document which includes the Terms of Reference.

Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system which is 10.00 EDT (New York Time) which is 5.00 p.m. Nairobi Time.

Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register by logging in using: Username: event.guest Password: why2changeand follow the registration steps as specified in the system user guide. Your Proposal must be expressed in English language, and valid for a minimum period of Ninety (120) days. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”. In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline (10.00 EDT (New York Time) which is 5.00 p.m. Nairobi Time). The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. **The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage.** Once a Proposal has been found to be responsive by passing the technical evaluation stage, **UNDP shall request the Proposer to submit the password to open the Financial Proposal.** The Proposer shall assume the responsibility for not encrypting the financial proposal. The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected. Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted.

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages: <https://www.undp.org/content/undp/en/home/operations/procurement/business/procur>

[ement-notices/resources/](#)

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use "Forgotten password" link if you do not remember your password. Do not create a new profile.

If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:

- Username: event.guest
- Password: why2change

If you are interested to participate in this Tender, it is strongly recommended that you log in and subscribe to the Tender using "Accept Invitation" feature so you can keep updated with Tender amendments including deadline. Note that in case of inconsistencies between information in eTendering system and other premises, information in eTendering system prevails.