

Dear Bidder,

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to the Invitation to Bid (ITB) for Procurement of LIDAR Surveys.

Pre-bid conference will be conducted on 16 July 2020, 4:00 PM (local time)

Venue: Online meeting over Zoom. If interested, bidders need to provide email notice and a link for the online meeting will be shared

UNDP focal point for the arrangement is: Ms. Nino Sherozia

e-mail: nino.sherozia@undp.org

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:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Detailed technical Specifications as well as other requirements are listed in the ITB available on UNDP ATLAS e-Tendering system” (<https://etendering.partneragencies.org>)

UNDP/GEO10/Event ID: 0000006424.

In the course of preparing and submitting your Bid, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted. NOTE! The File name should contain only Latin characters (No Cyrillic or other alphabets).

*You are kindly requested to indicate whether your company intends to submit a Bid by clicking on “Accept Invitation” button no later than **31 July 2020**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.*

If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the “Instructions Manual for the Bidders”, attached. Should you require any training on the UNDP ATLAS e-Tendering system or face with any difficulties when registering your company or submitting your quotation, please send an email to procurement.geo@undp.org;

cc: salome.lomadze@undp.org nino.sherozia@undp.org

Please note that ATLAS has following minimum requirements for password:

- 1. Minimum length of 8 characters.***
- 2. At least on capital letter.***
- 3. At least one number.***

New bidder registering for first time, system will not accept any password that does not meet the above requirements and thus registration cannot be completed.

For already existing bidders whose current password does not meet the criteria, when signing in, system will prompt you to change the password, and it will not accept a new password that does not meet requirement.

The user guide and videos are made available to bidder in the UNDP public website in this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

The bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

No hard copy or email submissions will be accepted by UNDP.

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