

PREQ No.: PreQ-21-081

Project: UNDP - BERA

Issued on: 26 May, 2021

Deadline: June 11, 2021

Prequalification process for #NextGenUNDP - Web Development and Design Services - Global Rollout Project #2

UNDP BERA invites potential and experienced **agencies** to submit prequalification applications for providing **Front-end Development (Lot 1) and/or Web Development Services (Lot 2)** for a period of approximately 6 months, starting 1 July 2021 and finalizing on 31 December 2021 as and when required by UNDP. Upon completion of the evaluation of the prequalification, UNDP will invite the selected agency(s) directly to an RFP procurement process. Below list provides the details about the nature and types of services that UNDP requires, these are the main types of services and UNDP may include additional activities if required:

Lot 1 - Front-end Development

Lot 2 - Web Development Services

Please refer to the attached ToR for technical aspects and details of each Lot.

Agencies may decide to bid for work in Lot 1 and/or Lot 2.

Prequalification Application Process - Instructions

1. Interested agencies must fill in the UNDP Prequalification Application form and attachments including a self-certification that they are eligible and qualified to perform work required by UNDP.
2. Completed applications as per the requirements stated in the Pre-qualification Documents shall be submitted electronically via email to bera.procurement@undp.org **until June 11, 2021. Applications received after the deadline indicated in the PreQ document will not be considered.**
3. At any time prior to the deadline for submission of Prequalification document, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by Applicants, modify the Prequalification Application and its attachments by amendment, including through provision of supplementary information.
4. Any requests for clarification about the contents of the Prequalification Application shall be sent no later than **June 9 at 5:00PM NYC local time** via email to bera.procurement@undp.org and cesar.bertani@undp.org. Answers to questions/inquiries will be shared with all agencies. The team will provide necessary information within the due date. However, any delay in providing such information will not be considered a reason for extending the submission date of PREQ. All/any query regarding the submission of PreQ may be sent prior to the deadline at the email mentioned above.
5. Completion of the Prequalification Application and submission of relevant documentation is compulsory as indicated in the Annexes attached to this PreQ document. Applications with incomplete submissions will be disregarded.

6. **All applicants are required to have valid legal registration and comply with all the requirements indicated in the checklist.**

7. **Contents of PreQ:**

The document for the PreQ consists of the annexes indicated below and should be read in conjunction with any Addendum that may be issued by the UNDP.

- Annex 1 - Application Submission Form
- Annex 2 - Submission Checklist

8. **Amendment of PreQ:**

- a. At any time prior to the deadline for submission of applications, the UNDP may amend the PreQ by issuing addendum.
- b. Any addendum issued shall be part of the PreQ and shall be communicated in writing by posting the addendum to the web page(s) on which the Prequalification Application is posted.
- c. To give prospective applicants reasonable time to take an addendum into account in preparing their applications, UNDP may, at its discretion, extend the deadline for the submission of applications.

9. Preparation of Applications:

- a) **Cost of Applications:** The Applicant shall bear all costs associated with the preparation and submission of its application. UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- b) **Language of Application:** The application prepared by the Applicant and all correspondence and documents relating to the application exchanged by the Applicant and UNDP shall be in the **English** language.

10 Submission of Applications:

If you are interested in submitting your response to this PreQ, please prepare your application in accordance with the requirements and procedure as set out in this PreQ document and submit it through **the dedicated e-mail**.

Please use this dedicated email account only bera.procurement@undp.org The application received from the other email account shall be rejected. Please indicate “**PREQ No.: PreQ-21-081**” on the email subject line.

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

11. Evaluation of Applications:

UNDP shall use the factors, methods, criteria, and requirements defined in the Terms of Reference (ToR) to evaluate the qualifications of the Applicants.

Pre-qualification will be based on the Applicant's General Experience, Personnel Capability and Financial Position as demonstrated by the Applicant's responses in the forms attached to this letter. UNDP reserves the right to waive minor deviations if these don't materially affect the capability of an applicant to perform the works.



Please refer to the evaluation criteria indicated in the ToR for further details.

Yours sincerely,

Raul Espinosa

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