



**UN
VOLUNTEERS**

Expression of interest (EOI)

**Provision of audio and video equipment
for UN Bonn conference facilities**

EOI 00045525- Informative session

Bonn 11 June 2021

AGENDA

Pre-proposal conference – EOI 00045525– 11 June 2021

- Procurement processes Expression of Interest (EOI) prior Invitation to bid (ITB)
- Expression of Interest – documents to be submitted
- Timeline
- E-tendering (to be used for the ITB planned for Q4 2021)
- Questions and Answers

EXPRESSION OF INTEREST

Scope: to identify vendors who can supply UNV with audio and video equipment for UNBonn conference facilities

Qualified bidders, able to supply the items in Annex 1 will be invited to participate in the future open international competitive process (ITB) planned for Q4 2021

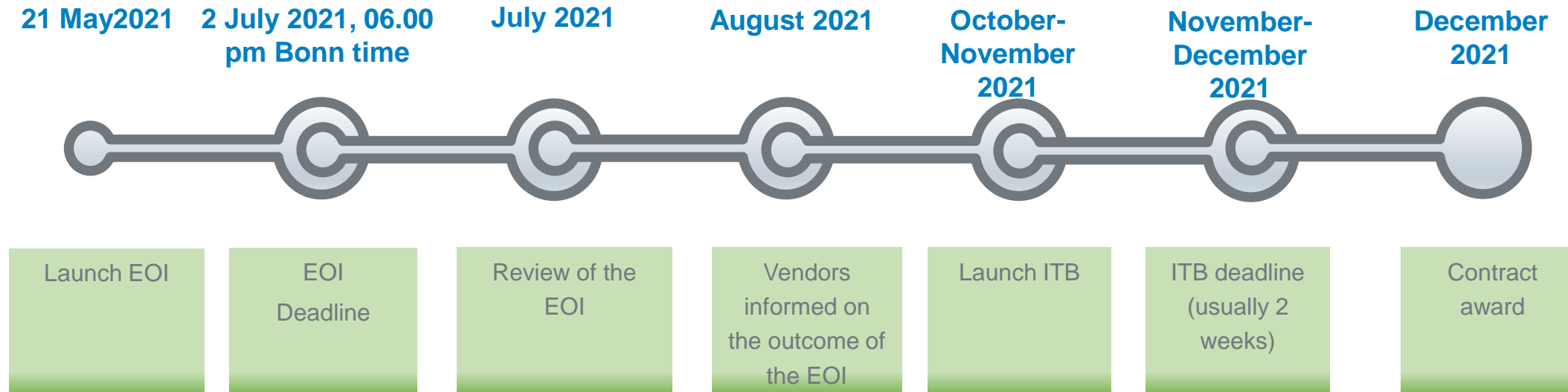
DOCUMENTS TO BE SUBMITTED

- Form A: Bid submission Form
- Form B: Bidder Information Form including company profile, certificate of incorporation, Quality and Environmental Certificates
- References to similar projects
- Financial Standing (Annual turnover and Quick Ratio)
- Annex 1 -Equipment list indicating the equipment that the company is able to provide

INVITATION TO BID

- To be conducted in the Q4 2021 via UNDP etendering platform
- The final list of equipment will be provided by lots and it is expected that more than one bidder will be recommended for award of contract (contract per Lot)
- Installation is not required
- Similar process was undertaken in 2019 and 2020; contract value for each process USD 350,000-400,000
- Bidders will be expected to submit a bid security in the form of a bank guarantee (usually EUR 5,000)
- Bidders should accept the UNDP General Terms and Conditions for Contracts
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>
- ITB template could be viewed here [here](#)

TIMELINE



UNDP eTendering System

What is eTendering?

- Online system used by UNDP/UNV for launching tenders, managing solicitation process, receiving bids, and conducting evaluation.
- All UNDP/UNV International Competition Tenders valued above USD 150,000 are to be managed via eTendering system.

Main features

- Self registration process online and self maintenance of the profile.
- Possible to download tender documents with a guest account. Need registration to submit offers.
- Submitting offers online, including uploading of supporting documentation.
- Withdraw or edit offers online with few steps.
- Automatic notifications such as: Amendments, updates to tenders subscribed, Bid receipt confirmation, tender status, non-award notification, etc.
- No late bids allows.
- Bid information secure and confidential. No one has access to bids before deadline.
- No changes allowed to bids information during evaluation.
- Automatic public bid opening report for ITBs.

How to register in the system?

- [Video Guide on How to Register a Bidder Profile on eTendering](#)
- [UNDP eTendering User Guide for Bidders](#)

Important points related to registration

- Company name must be same as in legal registration documents. If not enough space, can be shortened to
- If message appears that company name exists, do not create a new profile. Activate existing profile as suppliers should not have duplicate profiles. It is also in benefit of company to have only one profile for better management and control of profiles.
- Make sure you have full access and control to the email used for registration. **Profile is controlled via email address**. Advisable to use a specific email instead of emails linked directly to company employees.
- Do not create more than one user. In all cases, at least one user must be associated with primary address.

Important points related to registration - continued

- Save email with username and password in case you forget your username.
- **Follow instructions on changing password: clear cache, close browser, type in password correctly and do not copy paste. Log in with temporary password first and then change password.**

How to search for tenders and submit and manage offers in the system

- [Video Guide on How to Submit a Bid on eTendering](#)

Important points related to submitting offers

- Make sure you follow the right steps for uploading documents: upload>browse>open>upload. Then to upload another file: Add new attachment, then again upload>browse>open>upload.
- Remember to save bid after each file upload to not loose progress in case you are timed out without saving.
- Group files into zip files so you have less individual files to upload.

Important points related to submitting offers- continued

- Start preparing bid response in advance. DO NOT LEAVE IT FOR LAST MOMENT. You can upload historical documents (registration documents, financial statements, and save progress).
- To update bid response, go to event hyperlink, navigate to saved bids link, and start editing bid response. Remember to submit bid once completed.
- Once bid is submitted, make sure to check and verify you have uploaded all attachments. Check files list in the email confirmation or directly in the system.
- When editing a bid response, remember to update information properly. For example, if you are updating/changing price, remember to reflect the change in eTendering system also. If you are replacing one of the attachments, remember to remove the old attachment, etc.

How to get support

- Consult user guide [UNDP eTendering User Guide for Bidders](#)
- Read section 6 of the user guide for FAQs.
- If support is still needed, contact procurement@unv.org - Include ITB reference
- Never share password or other confidential information when requesting support.

QUESTIONS AND ANSWERS (Q&A)

- E-mail address: procurement@unv.org

Thank you 😊

We are **inspiration in action**