



28 July, 2021

Dear Sir/Madam

Reference: UNDP/TLS/ROI/2021/9858**Invitation for Submission of Expression of Interest and Pre-Qualification of Suppliers for various goods and services to UNDP Timor-Leste.**

1. We hereby solicit your application for submission of Expressions of Interest (Eoi) and pre-qualification of suppliers for the provision of various goods and services to UNDP Timor Leste Country Office as described in the Appendix V of this document. Please pick your relevant field of business from below list summary list of categories covered under this EOI.

SN	Description of required business categories	Does your company work in any of following business categories (YES/NO)	
1	Event Management and/or catering services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Translation Services Simultaneous and/or written	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Design and/or Printing Services-	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	ICT Supplies and equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Money disbursement services (Cash or Electronic)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Transportation of goods (preparedness)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Transportation of personnel (rent vehicle)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Protective gears for construction workers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Construction materials/supplies and hardware	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Cleaning and Hygiene Materials including masks and COVID19 equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Office Furniture	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Agricultural Plants and seeds	Yes <input type="checkbox"/>	No <input type="checkbox"/>



10	Agricultural farming products and supplies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Video designing, Video production and Event photography	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Clearing and forwarding agents for customs clearance of shipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Construction work	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The evaluation and classification will be based on the information provided in your application, feedback received from your past and present clients, track record, financial capacity, standard certifications for products where applicable and any additional information provided with your interest letter.

In order to get eligible for specific category of goods/services your firm should have relevant license, experience and fulfills the minimum required documents required in below appendixes.

2. To enable you to submit your application, please find enclosed:

- Appendix I- Terms of reference and eligibility criteria
- Appendix II Company Profile Template
- Appendix III- List of Contracts Template
- Appendix IV - List of Referees Template
- Appendix V - Brief description of goods and services

3. Interested bidders can submit their documents via:

- a. **E-tendering system at website: <https://etendering.partneragencies.org>** The step by step instructions for registration of bidders and submission of offers through the UNDP ATLAS E-tendering system is available in the instructions manual for the bidders, attached with this invitation letter. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your proposal, please send an email to the procurement officer at procurement.staff.tp@undp.org to request for help.
- b. **Or via email to: bids.tp@undp.org**
Submissions through email should have all the requirement documents in attachment with reference number **UNDP/TLS/ROI/2021/9858**

4. **Deadline for submission:** before 05:00 PM (Timor-Leste Time) on 10 Aug 2021.



No hard copy submissions will be accepted by UNDP.

5. If you have any questions or require any clarifications, please kindly send your request to procurement.staff.tp@undp.org at least 7 (seven) days before the deadline or contact +67078367023 (Whatsapp/Mobile).
6. Your application **MUST** include the documents stated below:
 - i. Cover letter
 - ii. Duly filled table of categories (on page 1)
 - iii. Duly filled Appendix II
 - iv. Duly filled Appendix III
 - v. Duly filled Appendix IV
 - vi. Copy of the trade license/Certificate of Incorporation/TAX Documents
 - vii. Financial statements and/or bank statements for past three years
 - viii. Confirmation of genuineness for goods that the company is expected to provide (where applicable).
 - ix. Other relevant documents as requested.
7. UNDP will not be responsible for any cost associated with preparation and submission of applications regardless of the outcome of the process.
8. The applications received before the deadline mentioned in this invitation letter will be subject to evaluation and only the pre-qualified suppliers will be contacted for further solicitation process.
9. UNDP reserves the right to accept or reject any application, and to annul the solicitation process and reject all applications at any time without any reason.
10. This EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Sincerely

Ahmad Zubair
Head of Procurement

27 July 2021

Appendix I

Terms of Reference for Pre-qualification of the bidders

Background

The United Nations Development Programme (UNDP) Timor-Leste Country Office intends to shortlist interested and qualified companies. As such, UNDP is soliciting expressions of interest and information for the prequalification of suppliers for the provision of various goods and services.

Applications must supply all information and documents requested. Applications providing only part of the requirement will be rejected. UNDP at its discretion may approach the applicant for further clarification or documents. However, failure to supply sufficient information in the application may lead to disqualification. The Applicant is expected to examine all corresponding instructions, forms, terms contained in these Pre-qualification application document. Failure to comply with these documents will be at the Applicant's risk and may affect the evaluation of the Application.

Upon completion of pre-qualification exercise , UNDP may launch tender process to establish Long Term Agreements for respective identified categories of goods and services using the list of vendors qualified under this EOI exercise. UNDP may also use the list qualified vendors for any local shopping process.

Language of Submission

Your application and supporting documents should be in English Language only. If the original document(s) submitted are not in English, English translation of the same should be attached with the said document(s).

Eligibility Criteria

The suppliers satisfying the following requirements shall be eligible to submit their application for pre-qualification:

Criteria	Description
Legal Registration	Suppliers registered in Timor-Leste or any other country with the relevant authorities to supply and deliver the required services in Timor-Leste can apply for pre-qualification. <ul style="list-style-type: none">• Please provide copy of Valid Trade License or Certificate of Incorporation.



	<ul style="list-style-type: none"> The business license should have category of business that your firm is authorized to work and willing to work under the EOI categories.
Declaration of non-inclusion	<p>The offeror must not have been included in the 1267/1989 list of the UN Security Council.</p> <p>The offeror must declare the following statement in their application submission form:</p> <p>“We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.”</p>
Bankruptcy	<p>Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.</p>
Relevant Experience	<p>At least 3 Years’ proven experience in provision of goods or services in the category where interest is expressed.</p> <ul style="list-style-type: none"> Please provide list of relevant contracts undertaken in last three years in Appendix IV Please provide details of referees in Appendix V <p>UNDP may ask for additional information and/or documents for verifying applicant’s relevant experience.</p>
Capacity of the supplier	<ul style="list-style-type: none"> Please provide company profile (Appendix III) <p>UNDP may ask for additional information and/or documents for verifying applicant’s capacity. In addition to verification of documents submitted, UNDP may also undertake site visits as required, for physical verification of capacity and other facilities, based on the information provided.</p>
Financial Status	<p>The applicant should demonstrate sound financial capacity to undertake the delivery of services applied for.</p> <ul style="list-style-type: none"> Submission of the latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 3 years. Financial statements should demonstrate financial soundness of the applicant in order to undertake high profile/value projects. <p>UNDP may ask for additional information and/or documents for verifying the applicant’s financial capacity.</p>



Name of Company			
Address of company			
Detail of contact person (s) and title (s)		Primary Contact	Secondary Contact
	Name		
	Title		
	Phone No.		
	Email		
Year of Registration			
Copy of Trade License or Certificate of Incorporation	Attached: Yes/No		
Category business as mentioned in Trade License:			
Name of parent company (If applicable)			
Website			
Nature/category of business licensed to operate			
Physical location			
3 years sales/revenue	2020	2019	2018
	US\$ _____	US\$ _____	US\$ _____
Declaration of non-inclusion: "We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council."			
Bankruptcy: Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.			

APPENDIX II - Company Profile

Signature:

Company



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Seal:

Name:

Title:



APPENDIX III - List of Contracts

Client Name	Description of Contract	Value (USD)	Year of Completion	Comments

Please attach additional pages as required.

Signature:

Company

Seal:

Name:

Title:



APPENDIX IV - List of Referees

No	Name of Contact Person	Name of Organization and Address	Email	Phone Number

Signature:

Company Seal:

Name:

Title:



APPENDIX V – Description of goods and services

Categories	Type of vendor eligible to apply (National or International)	Brief description of requirement (including these products and services but not limited to).
Event Management and/or catering services	Only National companies who are operating in Timor Leste are eligible to apply.	<p>Event Management: Booking venue, MC, catering services, invitations, ICT support – live streaming, Media coverage – TV, Newspaper Photography and Videography SMT media engagement/Interview Blogs / Articles, official materials/booklets/flyers, stationery Social Media blast, tents, podium, platform, lighting, PAS these items constitute packages to be given to meeting participants</p> <p>Catering: provision of food and refreshment for event participants. It can be a venue of service provider or outside catering in form of buffet or disposable packages.</p>
Translation Services: Simultaneous and Written	<p>Simultaneous Translation: Only national companies are eligible to apply</p> <p>Written Translation: Both national and International companies are eligible to apply</p>	<p>Translation to the language (English to local languages and vice versa) that your presenter or main speaker is talking in.</p> <p>At a minimum, the simultaneous interpretation equipment should include: headphones and wireless receivers for the audience and a transmitter with a microphone for the interpreter. Outside the booth/s, will need a PA system with loudspeakers, microphones for the chairperson, the speakers and the delegates, and receivers for listening to the interpretation.</p>
Printing and/or designing services-	Both National and International Companies are eligible to apply	<p>Designing: Any kind of design service for materials to be printed.</p> <p>Printing: Offset printing of newspapers, magazines, brochures, books and promotional materials.</p> <p>Rotogravure printing</p>



		Flexography, Digital printing, Screen printing, 3D printing, Large Format
ICT Supplies and equipment	Both National and International Companies are eligible to apply	Video equipment and multimedia products, photocopiers, computer hardware, ICT supplies, hardware and printer supplies.
Transportation of personnel (rent vehicle)	Only National companies who are operating in Timor Leste are eligible to apply.	Rent of vehicles for personnel movement between municipalities and within municipalities Different types of passengers vehicles with drivers.
Transportation of Materials and/or Personnel	Only National companies who are operating in Timor Leste are eligible to apply.	Hire of specialized vehicles like vans and lorries with cargo capacity over four tons, agricultural vehicles, construction vehicles and material-handling vehicles for transportation and logistics services for the transportation of goods between different municipalities of Timor Leste. Vehicles for transportation of personnel within and/or between municipalities.
Protective gears for construction workers	Both National and International Companies are eligible to apply	Mask, Boots, Construction Helmet, Transportation Cost Socks, T-shirts, Safety vest, Safety glasses, Soap and hand sanitizer, Safety/Protective helmet Earmuffs, Gloves, Construction, Gloves, Chemical waste, disposable, Work clothing.
Construction materials	Both National and International Companies are eligible to apply	Spades, Hoe, Mattock, Wheelbarrows, Push brooms, Garbage bags, drinking water station, Instalment of water tank and handwashing stations, Long /surveyor's tape, Measuring tape, Levels, String, Pinch point / digging bar, 60" long straight alignment prybar, Wrecking / pry / crowbar, Flat bar, Nail puller / claw, Cold chisel, Hammer, claw, blacksmith, sledge, Concrete mesh cutter, Hacksaw, Shovel, Pickaxe, Rake, Machete, Hatchet, Utility knife, Spades, etc.
Cleaning and Hygiene Materials including masks and COVID-19 equipment	Both National and International Companies are eligible to apply	Soap and hand sanitizer, Hand wash station, Gloves, Face shield, Latex free, fiberglass, distortion free, Foam head shield, Surgical face mask, First aid kits. All goods related to COVID19 should be quality certifications from authorized party.



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Office Furniture	Both National and International Companies are eligible to apply	Any type of furniture required at office
Money disbursement services (Cash or Electronic)	Only National companies who are operating in Timor Leste are eligible to apply.	Distribution/transfer of money to different locations and individuals in Timor Leste.
Agricultural Plants and seeds	Only National companies who are operating in Timor Leste are eligible to apply.	Agri product such as plants, trees and seeds
Agricultural farming products and supplies	Both National and International Companies are eligible to apply	Farming equipment and supplies and machineries
Video designing, Video production and Event photography	Only National companies who are operating in Timor Leste are eligible to apply.	Production of videos, photos and design of videos for different events
Clearing and forwarding agents for customs clearance of shipment	Only National companies who are operating in Timor Leste are eligible to apply.	Custom clearance companies for import and export of goods
Construction work	Only National companies who are operating in Timor Leste are eligible to apply.	Companies working in field of Civil work, road, bridge, canal, well. renovation and other construction works