

**EVENT ID: BRB10 – BBITB18321**

**Provision of Managed Unarmed Security Services for UN Premises at UN  
House in Barbados**

**Barbados**

**United Nations Development Programme**

## Notice of Invitation

The United Nations Development Programme (UNDP) Barbados and the OECS hereby invites you to submit a Proposal to this Invitation to Bid for Provision of Managed Unarmed Security Services for UN Premises at UN House and PAHO locations in Barbados .

The purpose of the present bidding is to conclude Long Term Agreement for 1year with the possibility of extension for 2 years on receipt satisfactory service.

This procurement process is conducted through the [UNDP eTendering online system](#) (interested applicants must register in the system in order to access the additional documents). Detailed instruction on how to register as a first-time user, how to submit and manage bids, as well as the complete User guide for bidders, and FAQ document for bidders, can be found at the link below: -

♦ [UNDP Procurement Resources for Bidders](#)

First-time registrants can also use the following details to login and create access:

- i. URL: <https://etendering.partneragencies.org>  
Username: **event.guest**  
Password: **why2change (DO NOT change this password)**
- ii. Click on “Register as Sourcing Bidder” – see screenshot below:

If you have already registered in the system before, log in using your username and password. If you do not remember your password, use “Forgot Password” link or contact UNDP for support. Do not register as a new bidder. Once you have completed registration and are signed in, search for the Event ID indicated on page 1 above.

*Please note:*

- 1. It is strongly recommended that you create your username with two parts, i.e. your first name and last name separated by ‘.’ (e.g. john.smith).*
- 2. The registration page enables you to create a user ID. The system will generate a temporary password that will be sent to the email address provided by you during registration process. Ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.*
- 3. When creating your new password, it should meet the following criteria –*
  - Minimum 8 characters long*
  - At least one UPPERCASE LETTER*
  - At least one lowercase letter*
  - At least one number*
- 4. Before attempting to login with your temporary credentials, it is recommended that you clear your browser history (see links below for instructions): -*
  - [• Clearing browser history in Internet Explorer](#)
  - [• Clearing browser history in Chrome](#)
  - [• Clearing browser history in Mozilla Firefox](#)

Deadline of submission is indicated in the online system. Any extensions or other amendments to the solicitation documents will be posted in the eTendering system. Bidders **must** click on “Accept invitation” button in order to receive automatic notifications if such amendments occur, and to be logged as having posted a bid.

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