

United Nations Development Programme

8 August 2022

Dear Sir/Madam

Reference: SLE10_EOI_001_2022**Invitation for Submission of Expression of Interest and Pre-Qualification of Suppliers for various goods and services to UNDP Sierra Leone.**

In relation to the subject of this invitation, UNDP Sierra Leone is hereby requesting eligible entities, legally constituted to exercise commercial activity, under the laws of the republic of Sierra Leone, to submit an Expression of Interest (EoI) for Suppliers Pre-Qualification process for the next 12 months, for the provision of various goods, services and civil works to UNDP Sierra Leone Country Office.

This EOI is expected to support the upcoming UNDPs Programmatic roll-out in the Country, for which eligible bidders are strongly encouraged to apply, in order to benefit from business opportunities that will arise.

The process will be conducted through UNDP's corporate electronic sourcing tool (eTendering) and UNDP will provide support on 18 and 19 August 2022 presential at UNDP CO Conference Room from 9h00 to 13h00 and via ZOOM:

<https://undp.zoom.us/j/85243323929?pwd=V2NnVmmpsNjFvYjRKQnJzSlhGb3k1Zz09&from=addon>, to ensure bidders are fully prepared to use this tool. For participation, please confirm by sending email to vendorsle@undp.org.

1. Interested bidders can submit proposals via:
 - a. **E-tendering system at website:** <https://etendering.partneragencies.org>
Event# ID **EOI012022**.

Bidders are encouraged send clarifications/question to the following email: vendorsle@undp.org reference number **SLE10_EOI_001_2022**.

2. **Deadline for submission:** 7 September 2022, 17H00 New York time.

No hard copy submissions will be accepted by UNDP.

UNDP in Sierra Leone

Fourah Bay Close, Off Main Motor Road, Wilberforce
P.O. Box 1011, Freetown Sierra Leone - Email: registry.sl@undp.org

Please pick your relevant field of business from below list of goods and services as described in the Appendix V of this document.

SN	Description of required business categories	Does your company work in any of following business categories (YES/NO)	
1	Civil works contractors (nationwide)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Design and/or Printing Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	ICT Supplies and equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Tools for Constructions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Supply of Mobile Phones and Accessories	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Supply of Stationary	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Supply of Office Furniture	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Sound System	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Environmental Studies (EISA)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	Hardware Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Catering Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Medical supplies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Water supply	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14	Rentals (chairs & canopies)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	Photography & videography services including editing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	Translation services	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.

For eligible purpose, specific category of goods/services your firm should have relevant license, experience and fulfills the minimum required documents required in below appendixes.

3. 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

4. Your application **MUST** include the documents stated below:

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- 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.
5. UNDP will not be responsible for any cost associated with preparation and submission of applications regardless of the outcome of the process.
6. 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.
7. UNDP reserves the right to reject any application submitted manually to the solicitation process.
8. This EOI does not entail any commitment on the part of UNDP, either financial or otherwise.

Sincerely Yours

DocuSigned by:

A handwritten signature in blue ink, appearing to read 'Sayed Sahibzada', is written over a blue rectangular box.

D19C0224ED7643D...

Sayed Sahibzada

Deputy Resident Representative

8 August 2022

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Appendix I

Terms of Reference for Pre-qualification of the bidders

Background

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

Applications must supply all information and documents requested and 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 and failure to comply there is a risk of disqualification.

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

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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.
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>

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APPENDIX II - Company Profile

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		2021	2020
		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.			

Signature:

Company

Seal:

Name:

Title:

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

Please attach additional pages as required.

Signature:

Company

Seal:

Name:

Title:

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APPENDIX IV - List of Referees

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

Signature:

Company Seal:

Name:

Title:

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APPENDIX V – Description of goods and service

Categories	Type of vendor eligible to apply (National or International)	Brief description of requirement (including these products and services but not limited to).
Civil works contractors (nationwide, with emphasis in Cabo Delgado and Sofala provinces)	Only National companies who are operating in Sierra Leone are eligible to apply.	
Tools for Constructions	Both National and International Companies are eligible to apply	
Printing and/or designing services-	Both National and International Companies are eligible to apply	Designing: Any kind of design service for materials to be printed. Printing: Offset printing of newspapers, magazines, brochures, books and promotional materials. Rotogravure printing 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.
Supply of Mobile Phones and Accessories	Only National companies who are operating in Sierra Leone are eligible to apply.	
Supply of Stationary	Only National companies who are operating in Sierra Leone are eligible to apply.	
Supply of Office Furniture	Both National and International Companies are eligible to apply	
Sound System	Type of vendor eligible to apply (National or International)	Brief description of requirement (including these products and services but not limited to).
Environmental Studies (EISA)	Both National and International Companies are eligible to apply	
Hardware Equipment	Both National and International Companies are eligible to apply	
Catering Services	Both National and International Companies are eligible to apply	

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Medical supplies	Only National companies who are operating in Sierra Leone are eligible to apply.	
Water supply	Only National companies who are operating in Sierra Leone are eligible to apply.	
Rentals (chairs & canopies)	Both National and International Companies are eligible to apply	
Photography & videography services including editing	Only National companies who are operating in Sierra Leone are eligible to apply.	
Translation services	<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>