

**Subject:** Request for Proposal - Consulting services for the architecture and design of EOC buildings in Marshall Islands

Dear Sir/Madam,

United Nations Development Programme, Pacific Office in Fiji has re-launched RFP\_FJI\_JPN\_001\_20 (Re-announcement) for consulting services for the design of EOC buildings in Majuro and Ebeye – Republic of the Marshall Islands. If you are interested in this bidding, please review tender terms and conditions described in the solicitation document uploaded in e-Tendering portal. Please note the process is managed through the UNDP e-tendering system. You can also download tender details and documents from UNGM website link <https://www.ungm.org/Public/Notice/104878>.

Bidders who wish to submit an offer must be registered with UNDP e-Tendering system. If bidders have already registered, then you may sign in using your registered username and password. Please use “Forgotten password” link if you do not remember your password. Do not create a new profile if a profile already exists.

For first time users you can register by visiting the link below using the username and password provided. <https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password. You can participate in the bid event only if you have registered in the system.

NOTE: The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the Financial Proposal.

**NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.**

**UNDP will organize pre-bid meeting on 5 March 2020 at 12.00 Fiji time.** Those who are interested in attending the pre-bid meeting are kindly requested to acknowledge your participation by the email below and further use this link to join in the Skype for Business call: <https://meet.lync.com/undp-org/murod.ruziev/FBGV3D44> .

Should you require clarifications to this consultancy or assistance in using the e-Tendering system, please email to [murod.ruziev@undp.org](mailto:murod.ruziev@undp.org).

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

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use "Forgotten password" link if you do not remember your password. Do not create a new profile.

If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:

- Username: event.guest
- Password: why2change

If you are interested to participate in this Tender, it is strongly recommended that you log in and subscribe to the Tender using "Accept Invitation" feature so you can keep updated with Tender amendments including deadline. Note that in case of inconsistencies between information in eTendering system and other premises, information in e-Tendering system prevails.