

## PROCUREMENT NOTICE

### Supply, Delivery and Installation of Generators on LTA Basis

Dear Sir/ Madam,

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Bid
  - Form F: Price Schedule
  - Form G: Form of Bid Security
  - Form H: Form of Performance Security

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet by logging into the following link:

<https://etendering.partneragencies.org>

**Event ID: SDN10-0000004152**

**OR**

**hard copy submission** to the following address:

“Procurement BID BOX at House7, Block5, Gama’a Avenue, P.O. Box 913 Khartoum, SUDAN”

In case your company is not registered in the e-Tendering Module, please use the following temporary username and password to register your company/firm:

**Username:** [event.guest](#)

**Password:** [why2change](#)

Bidders who will be registered on the e-Tendering will be able to download the complete bidding documents from the e-Tendering website at:

<https://etendering.partneragencies.org>

“Bidders can download the complete tender documentation from the e-Tendering upon registration”. A full set of ITB (soft copy) can also be obtained free of charge from:

“UNDP Procurement Unit, House7, Block5, Gama’a Avenue, P.O. Box 913 Khartoum, SUDAN”

UNDP also intends to organize a pre-bid conference on **07 August 2019 at 10:00 (Sudan time)**. The details are provided in “BDS No. 4 Section 3. Bid Data Sheet”.

If you need further information, please feel free to contact the following:

Focal Person in UNDP: Sidahmed A. Sidahmed, Procurement Associate

E-mail address: [sidahmed.sidahmed@undp.org](mailto:sidahmed.sidahmed@undp.org) and copying [mehdi.khalili@undp.org](mailto:mehdi.khalili@undp.org)

You may acknowledge receipt of this ITB utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

**Important Notes:**

- The default mode of submission is eTendering, however, prospective bidders will have the option of submitting a hardcopy bid through UNDP CO bid box.
- Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries of ITB is only through eTendering.
- If two different financial offers are received from one bidder in the eTendering as well as hardcopy submission, it will be treated non-responsive due to submission of alternative bid.

Please follow the registration steps as specified in the system user guide at:

<http://intra.sd.undp.org/bids/doc/1707.pdf> (English Version)

<http://intra.sd.undp.org/bids/doc/1548.pdf> (English Version)

<http://intra.sd.undp.org/bids/doc/1622.pdf> (Arabic Version)

**Thank you and we look forward to receiving your bid.**

**Mehdi Khalili  
Head of Procurement  
UNDP Sudan**