



# Procurement Notice

## RFP for the Provision of Death, Illness and Injuries Insurance.

EVENT ID: UNDP1 - "CPUP19-012"

RFP Reference: UNDP-BMS-OHR-RFP-2019-012

The Office of Sourcing and Operations (OSO) in coordination with the BMS/OHR the United Nations Development Programme (UNDP) hereby invites you to submit proposal for the **Provision of Death, Illness and Injuries Insurance** as per the details and instructions in the attached Request for Proposal.

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form
- Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

This procurement process is conducted through UNDP eTendering online system and interested bidders must register in the system in order to access the additional documents. If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for event using reference **UNDP1- CPUP19-012**.

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 link below and follow the instructions in the user guide (attached). For first time registrants, 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)

Please acknowledge receipt of this RFP by sending an email to [cpu.bids@undp.org](mailto:cpu.bids@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “**Accept Invitation**” function in eTendering system, no later than **2<sup>nd</sup> August 2019**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. This will also enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Link to UNDP procurement notices website to access RFP. [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=57712](http://procurement-notices.undp.org/view_notice.cfm?notice_id=57712)