

**INVITATION TO BID FOR SERVICES**

**LIBS-2021-9171646**

**17 November 2021**

**UNITED NATIONS CHILDREN'S FUND (UNICEF)**

**Wishes to invite you to submit a bid for**

Epoxy flooring work for ICC warehouse Ru

Bid Submission deadline : 1st December 2021

XXXXXXXX FAX/LETTER NOT SPECIFIED IN 'PREPARE ITB (ZMRQ)' XXXXXXXX

THIS INVITATION TO BID FOR SERVICES HAS BEEN:

**INVITATION TO BID FOR SERVICES FORM**

This FORM must be completed, signed and returned to UNICEF. The Bid must be made in accordance with the instructions contained in this Invitation to Bid for Services (ITBS).

**TERMS AND CONDITIONS OF CONTRACT**

Any Contract resulting from this ITBS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this ITBS.

**INFORMATION**

Any request for information regarding this ITBS must be forwarded by email to the person who prepared this document, with specific reference to the ITBS number.

The Undersigned, having read the Terms and Conditions of ITBS No. **LIBS-2021-9171646** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Currency of Proposal: \_\_\_\_\_

Validity of Proposal: \_\_\_\_\_

Please indicate which of the following Payment Terms are offered by you:

10 Days 3.0% \_\_\_\_\_ 15 Days 2.5% \_\_\_\_\_ 20 Days 2.0% \_\_\_\_\_ 30 Days Net \_\_\_\_\_ Other \_\_\_\_\_

Other Trade Discounts: \_\_\_\_\_

Delivery terms :

Item	Service Description	Quantity	Unit	Unit Price	Price
10	<b>Epoxy work for Warehouse flooring</b>				
	Epoxy work for WH flooring	1	D		

## SPECIAL NOTES

### SPECIAL TERMS AND CONDITIONS

#### PART I - PURPOSE OF THIS INVITATION TO BID FOR SERVICES

##### 1. Background

1.1 UNICEF promotes the rights and wellbeing of every child, in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

##### 2. Solicitation

2.1 The purpose of this Invitation to Bid for Services ("ITBS") is to invite Bids for UNICEF ICC Warehouse Floor Rectification & Epoxy Works as fully detailed in the Terms of Reference/Statement of Work attached at Annex B]

2.2 This ITBS document is comprised of the following:

- This document
- The UNICEF General Terms and Conditions of Contract (Services) which are attached as Annex A to this document
- Technical Evaluation Criteria of Work attached at Annex B].
- Floor Rectification & Epoxy works - BoQ - ANNEX C
- Bidder General Information - ANNEX D

2.3 This ITBS is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Bidder and UNICEF and nothing in or in connection with this ITBS shall give rise to any liability on the part of UNICEF unless and until a contract is signed by UNICEF and the successful Bidder.

#### PART II - BID SUBMISSION PROCESS

##### 1. Bid Submission Schedule

##### 1.1 Acknowledgement of receipt of ITBS

Bidders are requested to inform UNICEF as soon as possible by EMAIL to [supplyaddisababa@unicef.org](mailto:supplyaddisababa@unicef.org) that they have received this ITBS.

**IMPORTANT: BIDS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY BIDS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED.**

## 1.2 Questions from Bidders.

Bidders are required to submit any questions in respect of this ITBS by [EMAIL] to [supplyaddisababa@unicef.org](mailto:supplyaddisababa@unicef.org). The deadline for receipt of any questions is 21 November 2021 at 4:00 pm local time.

**IMPORTANT: BIDS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY BIDS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED.**

Bidders are required to keep all questions as clear and concise as possible.

Bidders are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITBS, providing full details. Bidders will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Bidders and/or post these on the UNICEF website and/or respond to the question at a bid conference. After any such bid conference, a Questions and Answers document may be prepared and posted on the UNICEF website.

1.3 Amendments to ITBS documents. At any time prior to the Submission Deadline, UNICEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the ITBS documents by amendment. If the ITBS was available publicly online, amendments will also be posted publicly online. Further, all prospective Bidders that have received the ITBS documents directly from UNICEF will be notified in writing of all amendments to the ITBS documents. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, UNICEF may, at its sole discretion, extend the Submission Deadline.

## [1.4 Bid conference.

A bid conference and a Physical visit will be held on 22nd of November 2021 at 10:00 am local time at UNICEF ICC Warehouse.

[1.4/1.5] Submission Deadline. The deadline for submission of Bids is as follows:

01 December 2021 at 10:00 am local time.

Any Bids received by UNICEF after the Submission Deadline will be rejected.

## [1.5/1.6] Bid opening.

Bids will be opened at 10:00 am on 1st December 2021 at UNICEF Office.

## 2. Language

2.1 The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and UNICEF, will be written in [English]. Supporting documents and printed literature furnished by the Bidder may be in another language provided that they are accompanied by an appropriate translation in [English]. When interpreting the Bid, the translated version of these supporting documents and printed literature will prevail over the original version of these documents. The sole responsibility for translation, including the accuracy of the translation will rest with the Bidder.

### 3. Validity of bids; Modification and Clarifications; Withdrawal

3.1 Validity Period. Bidders must indicate the validity period of their Bid. Bids should be valid for a period of not less than one hundred and twenty (120) days after the Submission Deadline. A Bid valid for a shorter period of time shall not be further considered. UNICEF may request the Bidder to extend the validity period. The Bid of Bidders who decline to extend the validity of their Bid shall become disqualified as no longer valid.

3.2 Other Changes. All changes to a Bid must be received by UNICEF prior to the Submission Deadline. The Bidder must clearly indicate that the revised Bid is a modification and supersedes the earlier version of the Bid, or state the changes from the original Bid.

3.3 Withdrawal of Bid. A Bid may be withdrawn by the Bidder on e-mailed, faxed or written request received by UNICEF from the Bidder prior to Submission Deadline. Negligence on the part of the Bidder confers no right for the withdrawal of the Bid after it has been opened.

3.4 Clarifications Requested by UNICEF. During the evaluation of Bids, UNICEF may, in its sole discretion, seek clarifications from any Bidder in order for UNICEF to fully understand the Bidder's Bid and assist in the examination, evaluation and comparison of Bids. UNICEF may seek such clarifications through written communications or may request an interview with any Bidder. No change in the price or substance of the Bid will be sought, offered or permitted, except as required in order to allow for correction of arithmetical errors discovered by UNICEF.

3.5 References. UNICEF reserves the right to contact any or all references supplied by the Bidder(s) and to seek references from other sources as UNICEF deems appropriate.

### 4. Eligibility; Bidder Information

4.1 Bidder. The term "Bidder" refers to those companies that submit a Bid pursuant to this ITBS and "Bid" refers to all documents provided by the Bidder in its response to this ITBS. A Bidder will only be eligible for consideration if it complies with the representations set out in Part V of this ITBS, including the representations on ethical standards, including conflicts of interest.

#### 4.2 Joint Venture, Consortium or Association

(a) If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, each such legal entity will confirm in their joint Bid that:

- they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint Venture Agreement among the legal entities, which will be submitted along with the Bid; and

- if they are awarded the contract, the designated lead entity will enter into the contract with UNICEF, who will be acting for and on behalf of all the member entities comprising the joint venture.

(b) After the Bid has been submitted to UNICEF, the lead entity identified to represent the joint venture will not be altered without the prior written consent of UNICEF.

(c) If a joint venture's Bid is the Bid selected for award, UNICEF will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.