



United Nations Children's Fund
UNICEF- Ethiopia
P.O. Box 1169
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ADDIS ABABA
Ethiopia

Telephone
Facsimile
Email
<http://www.unicef.org/ethiopia>

INVITATION TO BID

LITB-2020-9159250

21 July 2020

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to purchase

**Establishing Long Term Arrangement (LTA) for procurement of School in a bag kit.
Due date: 05.08.2020 at 10:00AM (East African Time Zone)**

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.


THIS INVITATION TO BID HAS BEEN:

Prepared By:

Yideneku Tilahun
(To be contacted for additional information, NOT FOR SENDING OFFERS)
Email : ytilahun@unicef.org

Verified By:

Sisay Teferi



21/07/2020



BID FORM

BID FORM must be completed, signed and returned to UNICEF.
Bid must be made in accordance with the instructions contained in this INVITATION.

TERMS AND CONDITIONS OF CONTRACT

Any Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION

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

The Undersigned, having read the Terms and Conditions of INVITATION No. **LITB-2020- 9159250** set out in the attached document, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Validity of Offer: _____

Currency of Offer: _____

Please indicate after having read UNICEF Price & Discount stated in the Specific Terms and Conditions, 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 Trade Discounts _____



Item No	Item Description	Quantity/Unit	Unit Price	Amount
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SCHEDULE NO: 1 EDUCATION

00010	SL010028	1 each		
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School in a bag kit

Chalk, (assorted colors) 1 Box
 50 Slate (blackboard, for student, size 40x30cm.)
 2 piece Erasers, 2 rubber, 4 pens & 4 pencils,
 8piece Ex-book, ruled, 50sheet/100 pages, A5 size with UNICEF Logo 6 pieces
 1 Pencil sharpeners, metal for student 1 piece
 Dot Pencils, 19cm. long w/eraser 4 piece
 Pens, ball point, black/blue (assorted) 2 pieces
 Rulers, transparent plastic, 30cm graduated in cm/inch 1 piece
 Dusters, Small for children 1 piece
 1 piece world map, 1 Africa Map and 1 Ethiopia Map

100% cotton material bag canvas bag CYAN BLUE COLOR with UNICEF logo in white color, size 30x40cm with two side pockets: detailed specification will be as follows: 1 piece
 -Inside sponge covered with black nylon material
 -Inside hemmed with black linen fabric with two compartments
 -Back pack fit with (POLY PROPYLENE) PP belt
 -Hand holder fit with poly propylene belt
 -Fixed with zipper & slider
 -Front & back fixed with piping

**Incoterms & Delivery Requested
 Packing**

Lead Time & Related Charges

Unit : Dimension.....x.....x.....cm Weight.....kg Volume.....cbm

Total: Dimension.....x.....x.....cm Weight.....kg Volume.....cbm



SPECIFIC TERMS AND CONDITIONS

PART I - PURPOSE OF THIS INVITATION TO BID

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; Long term arrangement

2.1 UNICEF wishes to enter into (a) non-exclusive Long Term Arrangement(s) ("LTA-G") for the procurement of the items with the specifications outlined in the schedules contained in this Solicitation Document, as required from time to time during the term of the LTA-G. It will be a provision of such Arrangement(s), that UNICEF will not be committed to purchase any minimum quantity of these items. UNICEF shall not be liable for any cost in the event that no purchases are made under any resulting LTA-G(s).

2.2 Purchases will be made against Purchase Orders to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA-G(s). Actual quantities to be purchased will vary from Purchase Order to Purchase Order.

2.3 Any quantities outlined in this Solicitation Document, are an estimated forecast of the total requirement for the duration of the LTA-G or, if so specified, an estimated forecast for the annual requirement. Any estimates are provided in good faith and shall not in any way be deemed to be a commitment on the part of UNICEF regarding any quantity for future purchases.

[2.4 Other United Nations Agencies, Funds and Programmes shall be entitled to place orders under the prices and terms of the LTA-G. Orders placed by other United Nations entities constitute a contractual agreement between the supplier and the ordering United Nations entity. UNICEF will not be a contractual party to these orders and has therefore no obligations or liabilities for orders not issued by UNICEF.]

2.5] This Solicitation Document is comprised of the following:

- This document
- The UNICEF General Terms and Conditions of Contract (Goods)

2.6] This Solicitation Document 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 Solicitation Document shall give rise to any liability on the part of UNICEF unless and until an LTA-G and linked Purchase Order is signed by UNICEF and the successful Bidder.

3. Term

3.1 The proposed LTA-G shall be valid for an initial period of [INSERT TERM] months, with a possible renewal for an additional period of [INSERT TERM] months.

PART II - BID SUBMISSION PROCESS

1. Bid Submission Schedule

For Bid submission to be done by e-mail, it should be send through email address - (ETH-SupplyTenderBox@unicef.org.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL WHO SENT OUT THE BID DOCUMENT # THE SUPPLIER WILL BE SUBJECTED TO AUTOMATIC DISQUALIFICATION, IF THEY DO SO.

1.1 Acknowledgement of receipt of Solicitation Document.

Bidders are requested to inform UNICEF as soon as possible by EMAIL to Supply Team at supplyaddisababa@unicef.org that they have received this Solicitation Document.

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 Solicitation Document by EMAIL to Supply Team at supplyaddisababa@unicef.org. The deadline for receipt of any questions is 30.07.2020.

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 Solicitation Document, 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 Solicitation Document. 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 Solicitation Document by amendment. If the Solicitation Document was available publicly online, amendments will also be posted publicly online. Further, all prospective Bidders that have received the Solicitation Document directly from UNICEF will be notified in writing of all amendments to the Solicitation Document. 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. Bid conference will not be applicable due to Covid-19.

1.5] Samples. Samples are required for this solicitation process.

1.6] Submission Deadline. The deadline for submission of Bids is as follows:

05.08.2020 at 10:00 AM