

**INVITATION TO BID**

**LITB-2020-9159251**

**20 July 2020**

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

Wishes to purchase

**Establishing Long Term Arrangement (LTA) for the procurement of  
Recreational kits, Dignity kit & Early Child Education materials (ECE).  
Due date : 05.08.2020 at 10:00AM (East African Time Zone)**



**THIS INVITATION TO BID HAS BEEN:**

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**Prepared By:**


Yideneku Tilahun

(To be contacted for additional information, NOT FOR SENDING OFFERS)

Email : ytilahun@unicef.org

**Verified By:**

Sisay Teferi

 20/07/2020



**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-2020-9159251** 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
<del>Incoterms</del>	<del>&amp; Delivery Requested</del>		<del>Lead Time</del>	<del>&amp; Related Charges</del>
Packing				
Unit :	Dimension.....x.....x.....cm	Weight.....kg	Volume.....cbm	
Total:	Dimension.....x.....x.....cm	Weight.....kg	Volume.....cbm	

Detail descriptions is annexed for  
 1- Recreational kit  
 2- Dignity kit  
 3- ECE kit

## SPECIAL NOTES

### 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

The deadline for submission of proposals is as follows:

Wednesday 05 August 2020 at 10:00 AM local time (East African Time).

#### IMPORTANT:

The UNECA security rules requires 36 hours #advance notice# to be given by visitor, therefore please notify the Supply Section by email: [supplyaddisababa@unicef.org](mailto:supplyaddisababa@unicef.org) providing the full name of the person who will be submitting the bid and the proposed date of arrival. Please ensure that the person coming has a valid Identification card.

**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](mailto: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](mailto:supplyaddisababa@unicef.org). The deadline for receipt of any questions is 17.07.2020.

**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