



United Nations Children's Fund
UNICEF- Ethiopia
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Telephone
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INVITATION TO BID FOR SERVICES

LIBS-2021-9169001

06 August 2021

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a bid for

Establishment of Long Term Agreement (LTA) to Providing of Photocopy, Printing service, Spiral binding, Laminating and document reorganization services to UNICEF Addis Ababa office
Due Date: 8th September 2021 at 2:00 PM Local Time
This bid is open for Local Vendors only

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-2021-9169001** 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
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10 Providing of Photocopy, Printing service

Summary

Providing of Photocopy, Printing service, Spiral binding, Laminating and document reorganization services to UNICEF Addis Ababa office

Purpose - To Provide Photocopy, Printing, Spiral binding, Laminating and document reorganization services

Location - UNICEF Addis Ababa, Main office

Duration - Two years with possible extension for another term of 12 months upon satisfactory performance of the service provider.

Reporting to - Senior Admin Associate/ Admin Specialist

Background

UNICEF Ethiopia Country Office is seeking the services of qualified companies that could provide to deploy well qualified personnel, equipment, and materials to provide photocopy and other related services to the Office.

Justification

Establishing Long Term Agreement with a qualified Company which provides photocopy and other related services is time saving and cost effective when the office require the stated services in bulk.

Specific Tasks

The specific task (services) to be provided by the company is categorized as follows:

- Photocopy Services,
- Printing Services,
- Spiral Binding Laminating and
- Document reorganizing services
- Printing services for bulky documents as per the need

Long Term Arrangement

- The proposed LTA shall be valid for an initial period of 24 month(s) with possible extension of for an additional period of 12 months subject to satisfactory performance. Prices offered by bidders shall constitute maximum ceiling prices and shall remain fixed for 24 months period from the commencement of the LTA.

The bidder acknowledges that under the Long-Term Agreement (LTA):

(a) UNICEF is not obligated to order any minimum quantity of Services from the Contractor pursuant to this bid and LTA with the successful bidder.

(b) UNICEF shall not be liable for any cost in the event that no purchase of Services is made under this LTA with the successful bidder.

UNICEF Responsibilities:-

- Ø UNICEF will provide a workspace, water and electricity for document reproduction services in UNICEF Office.
- Ø Payment for the services provided will be effected within one month period up on submission of invoices.

Contractor's responsibility: -

- Ø The Contractor is responsible for all employment terms and conditions of his/her staff deployed in UNICEF premises.
- Ø The Contractor will be liable for any loss and/ or damages aroused by its staff deployed for the service provision.
- Ø It will be the Contractor's sole responsibility to pay the salary and other employment benefits to the contracted staff.
- Ø The contractor should receive signed job order from Sr. Admin Associate/ OIC Admin before providing services.

Methodology

- Ø Well qualified personnel, equipment and materials to provide services required for the office will be deployed in UNICEF Addis Ababa main office.

Expected Deliverables

Delivery terms :

Item	Service Description	Quantity	Unit	Unit Price	Price
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Ø Provision of effective and efficient photocopy, printing services, spiral binding, thermal binding, document organizing services and time frame for each service will be specified in each separate contract.

Payment Terms

Ø Payment will be made 100% upon delivery and approval of services and invoices to UNICEF.

It will be the contractor's sole responsibility to pay the salary and other employment benefits to the deployed Staff who provides the service.

Reporting

Ø The service provider will directly report to the Senior Admin Associate in Addis Ababa main office.

Expected background and Experience

A) The bidder should be licensed for such works and registered with concerned authorities.

B) The bidder should have at least five years of experience in the provision of similar services detailed above for Local and International NGOs, Private and Government organization and UN Agencies, and should provide accreditations from its current and/ or past clients.

C) The bidder who can able to deploy one heavy duty Photocopy machine and one to two qualified staffs available during full working hours and accessible via mobile as required.

Providing of Photocopy, Printing service	1	PU
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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; Long Term Arrangement

2.1 The purpose of this Invitation to Bid for Services ("ITBS") is to invite Bids for Establishment of Long Term Agreement (LTA) to Providing of Photocopy, Printing service, Spiral binding, Laminating and document reorganization services to UNICEF Addis Ababa office [as fully detailed in the Terms of Reference/Statement of Work attached at Annex B]

2.2 UNICEF wishes to enter into (a) non-exclusive Long Term Arrangement(s) for Services (LTA-S) for the procurement of the services detailed in the ITBS and required from time to time during the term of the LTA-S. It will be a provision of such LTA-S(s), that UNICEF will not be committed to purchase any minimum quantity of these services. UNICEF shall not be liable for any cost in the event that no purchases are made under any resulting LTA-S.

2.3 Purchases will be made against contracts to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA-S(s). Actual quantities to be purchased will vary from contract to contract.

2.4 Other United Nations Agencies, Funds and Programmes shall be entitled to place contracts under the prices and terms of the LTA-S. Contracts 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 contracts and has therefore no obligations or liabilities for contracts not issued by UNICEF.]

[2.4/2.5] 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
- [The full Terms of Reference/Statement of Work attached at Annex B].
Annex - C - Declaration form
Annex - D - Pricing form

[2.5/2.6] 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 an LTA-S and linked contract is signed by