



United Nations Children's Fund
UNICEF- Ethiopia
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Ethiopia

Telephone
Facsimile
Email

REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2020-9158560

28 May 2020

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Transport Services for programme and preposition supplies and equipment
Due Date: 10 June 2020 at 02:00pm Local Time

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

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

REQUEST FOR PROPOSAL FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF.
Proposal must be made in accordance with the instructions contained in this Request for Proposal for Services (RFPS).

TERMS AND CONDITIONS OF CONTRACT

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

INFORMATION

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

The Undersigned, having read the Terms and Conditions of RFPS No. **LRPS-2020-9158560** 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 _____

Item	Service Description	Quantity	Unit	Unit Price	Price
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10 Transport Services prog & preposition

Terms of Reference (TOR)

Transport Services for programme and preposition supplies and equipment

Purpose - To provide transport service for programme and preposition supplies from Jijiga to different zones and various woredas within Somali Region

Location - UNICEF Ethiopia, Jijiga Office

Duration - LTA for an initial period of 24 months and renewable for additional 12 months based on performance of the service provider.

Reporting to - UNICEF Ethiopia, Jijiga Office

Background

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Guided by the Convention on the Rights of the Child UNICEF strives to establish children's rights as international standards of behaviour towards children. UNICEF's role is to mobilise political will and material resources to help countries ensure a "first call for children". UNICEF is committed to ensuring special protection for the most disadvantaged children.

As part of its humanitarian assistance to the Government of Ethiopia, UNICEF intends to have a time bound contract agreement with Transporting companies for delivery of program and preposition supplies from Jijiga to different zones and various woredas within Somali Region.

Scope of the service

The scope of the services required involves distribution of the commodities from Jijiga to different zones and various woredas within Somali Region. The volume of cargo to be transported is not pre-determined; it depends on distribution plan during the specified contract period.

Delivery of supplies and equipment can be to numerous consignees and transportation companies may be required to deliver different goods to different zones/offices en-route to its final destination. This necessitates careful handling of release orders for timely and accurate physical distribution of supplies.

Supplies and equipment to be distributed will include medicines, nutrition supplies, high value goods as well as perishable supplies. Extra care is needed when handling supplies especially medical and nutrition supplies.

Potential bidders must have adequate capacity to be able to provide efficient and effective transportation services, that is, in terms of availability of reliable owned trucks of different sizes and capacities not more than 10 years of age. They will be expected to present truck ownership documents and insurance. Potential bidders should have established offices, qualified and capable drivers and office staff. They should be able to demonstrate this capacity during the tendering process. Proof of an excellent track record of handling similar operations in the past and well-established staffing structure is necessary.

Objectives

The objective of this ToR is to identify capable and experienced transport companies to provide transport / logistical services for supplies. UNICEF intends to enter into a Long-Term Arrangement (LTA) with the selected transport company for the provision of transport service for supplies from Jijiga to different zones and various woredas within Somali Region.

The duration of the LTA will be for an initial period of 24 months and subject to satisfactory performance and mutually agreeable price review extendable for another 12 months.

Scope of the work

The service provider is expected to provide transport services for UNICEF programme supplies from Jijiga to different zones and various woredas within Somali Region.

Item	Service Description	Quantity	Unit	Unit Price	Price
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Expected Deliverables (outputs)

Under the guidance and direct supervision of the UNICEF Logistics Section in Jijiga, the service provider will have the following duties and responsibilities:

1. To be responsible for transporting/ distributing commodities from from Jijiga to different zones and various woredas within Somali Region in accordance with the distribution plan during the specified contract period;
2. To receive Transport Orders (bearing a serial Number, implementing Government Partner#s name, implementing partner#s purpose, Date/time/Place of Loading (Truck capacity (MT), Origin, Destination, Estimated mileage / Transport Arrival date/time to consignee / for each and every shipment to specific destinations, Delivery times) from Jijiga to different zones and various woredas within Somali Region;
3. Transport requests will be communicated by UNICEF to the Transporter at least forty-eight hours prior to designated pick-up time. ;
4. To provide roadworthy truck, that is, not more than 10 years old within 48 hours of upon receipt of written Transport Order (which shall be given before actual transportation takes place). Such requested pick-up time shall be deemed accepted by the Transporter unless the transporter immediately notifies the UNICEF of its inability to meet the requested pick-up time, and both UNICEF and the Transporter shall mutually determine an acceptable pick-up time. Period of operation will be determined by UNICEF;
5. UNICEF has the right to inspect the vehicles assigned for this LTA before mobilisation;
6. To make safe delivery of transported supplies and be accountable for any losses, pilferages & damages of transported supplies and incomplete delivery;
7. Any loss / pilferage/ or damage of goods in transit between UNICEF warehouse and the delivery destinations indicated in the way bills that may happen due to the negligence of the transporter / contractor will be the responsibility of the contractor. The contractor is liable to reimburse the cost of such lost, pilferage and damaged goods to UNICEF.
8. Unless authorized by UNICEF, the contractor or his duly appointed agents will not, under any circumstances, be entitled to open or inspect the goods in packages, crates, containers, etc;
9. To follow the normal/shortest route while transporting supplies from Jijiga to different zones and various woredas within Somali Region (any detours/deviations from the normal/shortest route should be communicated in advance as soon as possible and if accepted by UNICEF prior to the submission of invoices);
10. Only upon authorization of UNICEF can the contractor extend destination beyond the specific location indicated in the transport order;
11. The transporter will hold valid and current insurance coverage for the trucks and cargo being transported and in order to recover the liability that may arise out of loss / pilferage/ or damage of goods in transit between UNICEF warehouse and the delivery destinations indicated in the way-bills;
12. To render an insurance coverage for the supplies transportation so as to recover the liability that may arise as a result of breakdowns, frequent failures, weather conditions or circumstances that hinder the movement of supplies and is responsible for any incident of under-utilization of rented vehicles due to negligence. The contractor should provide UNICEF with copies of insurance policies for vehicles used under this LTA.
13. To inform UNICEF immediately for any delays, accidents, or other unanticipated events that may prevent scheduled pickup or that occur while Goods are in transit and/or any unexpected happenings that may hinder the operation in the transportation of supplies.
14. To be responsible in obtaining official Government Receipts for goods delivered (Model 19) for all supply transportations. The Model 19 form should be submitted to UNICEF no later than 14 days for Dawa and Dollo zones and no later than 7 days for the rest of the zones;
15. To submit relevant supporting documents (original Transport Orders, signed waybills and Receipt Vouchers (Model 19) at the end of each assignment.
16. To necessitate the receiving Government officials, reserve the right to examine the goods before taking over during delivery of the goods to their respective destinations.
17. All invoices for services provided must be submitted to UNICEF within 30 days of the services being rendered and invoices can only be processed upon receipt of duly signed and stamped Model 19s. Driver to check the Model 19 to ensure that information matches with details of supplies on the Way-Bill;
18. UNICEF will settle payment claims within 30 days from the date a complete and accurate invoice is presented. The invoice must indicate calculations involved in arriving at the invoice value (Rate x KM x ton);