



United Nations Children's Fund
UNICEF- Ethiopia
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ADDIS ABABA
Ethiopia

Telephone
Facsimile
Email

REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2021-9170350

28 September 2021

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Provision of First Aid Training, Emergency Trauma Bag Training and Ambulance Services
Due Date: 13 October, 2021 at 2:00PM Local Time
Open for Local Vendors only

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-2021-9170350** 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 Provision of First Aid Training, Emergen

Summary

Provision of First Aid Training, Emergency Trauma Bag Training and Ambulance Services

Purpose - To provide First Aid Training, Trauma Bag Training for UNICEF Addis and Field office staff (Mekele, Bahir Dhar, Asossa, Afar, Gambella, Jijiga, and Hawassa) and also to provide Ambulance service in Addis and outside Addis when required

Location - In UNECA compound and Field Offices

Duration - For one year extendable for additional one year based on performance of the service provider

Reporting to - National Security Officer

Justification / Background

UNICEF Ethiopia is seeking the services of Qualified Company that could provide First Aid, Emergency Trauma bag Training to its staff. In addition, the office also needs a third-party intervention during accidents especially if and when the UNECA facility is not able to provide ambulance services both in Addis and upcountry.

The training will ensure that staff member are aware of measures to take or provide adequate response due to an injury or in emergency situations.

Objectives

The objective of this service contract is to have an appropriate, standard and up-to-date First Aid training and trauma Bag training for UNICEF staff. The service provider is also intended to fill in gaps for office requirements of the ambulance services when required.

Scope of the work

The training will be provided for UNICEF Ethiopia Country Office Staff at Addis Ababa and field locations.

A. For First Aid training:

No Location

- 1 Addis Ababa
- 2 Oromia/Addis Ababa
- 3 Somali/Jijiga
- 4 Gambela
- 5 Awasa
- 6 BahirDar
- 7 Mekele
- 8 Assosa
- 9 Semera

The two days training on First Aid for maximum of 15 staff at a time will be conducted for staff on what procedures should be taken at the time of injury or emergency and should specifically cover the following aspects in First Aid Training:-

1. First Aid Principles and actions
2. Personal protective equipment and assessment of a victim
3. Caring of wounds, dressing, packing, and splinting
4. Cardio Pulmonary Resuscitation and Basic ventilation procedures
5. Spinal immobilization, positioning and transport of the casualty.
6. How to respond to medical, traumatic and environmental emergencies

B. For Trauma Bag training:

No Location

- 1 Addis Ababa
- 2 Oromia/Addis Ababa
- 3 Somali/Jijiga
- 4 Gambela

Item	Service Description	Quantity	Unit	Unit Price	Price
5	Awasa				
6	BahirDar				
7	Mekele				
8	Assosa				
9	Semera				

The four days training on trauma Bag for maximum of 10 staff at a time will be conducted for staff on what procedures should be taken at the time of injury or emergency and also assessment/transport of injury which should specifically cover the following aspects in Trauma Bag Training:-

1. Spinal injury assessment
2. Spinal immobilization and transport
3. Immobilization of long bone injuries
4. Sprains and strains first aid
5. Wound care
6. Eye injuries first aid
7. Snake bites first aid
8. Burns first aid

C. The Service Provider also ensures the availability and timely provision of ambulance services when and where the office requires deployment and medical evacuations.

Expected Deliverables (outputs)

Under the guidance and direct supervision of the Administrative Specialist/ Security Officer, the service provider will have the following duties and responsibilities:

Will provide two days First Aid training as indicated under scope of work above.

The service provider will provide four days trauma bag training.

The Service Provider will respond to all emergency requests that need provision of ambulances, equipped and manned with standardized equipment and facility as well as professionals to carry out safe transfers and evacuation of staff in accident and / or fall.

Time frame and Mode of Payment

Payment to the service provider will be made upon presentation of invoices based on actual services provided in the preceding month the service and the training are conducted.

Modes of Price Quotations

I. The price quoted by the service provider should include separately the following:

a) Professional Fee per 4 days training;

· In Addis Ababa;

· Outside Addis Ababa in the locations specified in the ToR;

b) Other out of pocket expenses travel costs (air & road), stationary, communication, training material including First Aid kits, Trauma bags (including manikins) for training purposes, hotel for staying of trainers outside Addis(excl. conference room booking costs for training)

Minimum requirements from the Service provider

1. The service provider should be licensed for such works and registered with concerned authorities.
2. The Supplier should have at least Ten years of experience in the field of provision of First Aid, trauma bag training and ambulance services
3. The service provider should deploy appropriate ambulances, supply staff for proper handling of emergencies and incidents.
4. Should be able to assign responsible, loyal and reliable staff to do the activities specified in this TOR.
5. The Service provider should take responsibility for damages arising from provision of the services and caused due to the negligence of the staff deployed.

Item	Service Description	Quantity	Unit	Unit Price	Price
	Provision of First Aid Training, Emergen	1	PU		

SPECIAL NOTES

PART I - PURPOSE OF THIS REQUEST FOR PROPOSALS 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 Request for Proposals for Services ("RFPS") is to invite proposals for Consultancy to Provision of First Aid Training, Emergency Trauma Bag Training and Ambulance Services

[as fully detailed in the Terms of Reference/Statement of Work attached at Annex B]

2.2 This RFPS document is comprised of the following:

This document

- General Terms and Conditions Annex A
- The full Terms of Reference/Statement of Work attached at Annex B
- Declaration form Annex C
- Evaluation criteria - Annex D
- Technical proposal recommended content & Format - Annex E
- Contractor's experience recommended format - Annex F
- Check list - Annex G

2.3 This RFPS 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 Proposer and UNICEF and nothing in or in connection with this RFPS shall give rise to any liability on the part of UNICEF unless and until a contract is signed by UNICEF and the successful Proposer.

PART II - PROPOSAL SUBMISSION PROCESS

1. Proposal Submission Schedule

1.1 Acknowledgement of receipt of RFPS. Proposers are requested to inform UNICEF as soon as possible by Email ETH-Addis Ababa Supply at supplyaddisababa@unicef.org that they have received this RFPS.

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

1.2 Questions from Proposers. Proposers are required to submit any questions in respect of this RFPS by Email to Supplyaddisababa@unicef.org. The deadline for receipt of any questions is 06 October 2021 at 11:00am.

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