



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

Telephone
Facsimile
Email

REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2020-9158461

20 May 2020

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Consultancy Services for review of ESIA, Supervision and quality assurance of construction works for Gure- Shembola water and sanitation project, Beneshangul Gumuz, Ethiopia.
Bid submission deadline: 24 June 2020

There will be mandatory site visit on June 10, 2020 and all bidders are required to send their representative to attend the visit
XXXXXXXX FAX/LETTER NOT SPECIFIED IN 'PREPARE ITB (ZMRQ)' XXXXXXXX

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

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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-2020-9158461** 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
10	Consultancy Services to under take qauli				
	Consultancy service to review of ESIA Su	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 Services for review of ESIA, Supervision and quality assurance of construction works for Gure- Shembola water and sanitation project, Beneshangul Gumuz, Ethiopia. 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
- Declaration form Annex A
- The full Terms of Reference/Statement of Work attached at Annex B
- Evaluation criteria - Annex C
- Technical proposal recommended content & Format - Annex D
- Contractor's experience recommended format - Annex E
- Check list - Annex F

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 19 June 2020 at 10:00AM.

Kindly be informed that UNICEF has arranged pre bid conference on the 12th of June 2020 at 10:00 am(East African Time)

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

Proposers are required to keep all questions as clear and concise as possible.

Proposers are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFPS, providing full details. Proposers 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 Proposers 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 RFPS Documents. 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 Proposer, modify the RFPS documents by amendment. If the RFPS was available publicly online, amendments will also be posted publicly online. Further, all prospective Proposers that have received the RFPS documents directly from UNICEF will be notified in writing of all amendments to the RFPS documents. In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

1.4 Submission Deadline. The deadline for submission of proposals is as follows:
Wednesday, 25th June 2020 at 10:00am (East African Time)

Bidders are expected to put their proposals in the bid box located at UNICEF office reception desk, UNECA Compound, Zambezi Building, 2nd Floor, East wing and get registered with the receptionist.

For International Vendors, Bidders are expected to send their proposals with a dedicated email Address Eth-supplytenderbox@unicef.org ONLY.

Any proposals received by UNICEF after the Submission Deadline will be rejected.

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 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.

1.5 Proposal Opening.

Technical Proposals for both local and International vendors will be opened on Wednesday, 24 June 2020 at 02:30PM East African Time UNICEF ECO Office- UNECA Compound, Zambezi Building 2nd Floor East Wing.

2. Language

2.1 The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchange English. Supporting documents and printed literature furnished by the Proposer may be in another language provided that they are accompanied by an appropriate translation in English. When interpreting the Proposal, the translated version of these supporting