

REQUEST FOR PROPOSAL (RFP)

[Saturday, 17 October 2009]

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for
Implementation of community based activities as part of the UN Joint Programme “Enhancing inter-ethnic dialogue and communication” in municipalities of Struga, Kumanovo and Kicevo

SEALED Proposals should be sent to:

UNICEF
[RFP/MCDA/09/08]
[Orce Nikolov, 74, 1000 Skopje]

IMPORTANT – ESSENTIAL INFORMATION

The reference RFP [RFP/MCDA/09/08] must be shown on the envelope containing the Technical Proposal and on the envelope containing the Price Proposal, as well as on the outer packaging containing both envelopes.

The bid form must be used when replying to this request for proposal.

The Proposals **MUST** be received at the above address by latest [12.00 pm] on [30/10/09]. Due to the nature of this RFP, there will be no public opening of proposals.

Proposals received after the stipulated date and time will be invalidated.

It is important that you read all of the provisions of the request for proposal, to ensure that you understand UNICEF's requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of your proposal.

**RFP /MCDA/2009/08
BID FORM**

THIS PAGE/BID FORM must be completed, signed, stamped and returned to UNICEF. Bid must be made in accordance with the instructions contained in this Request for Proposal.

TERMS AND CONDITIONS OF CONTRACT

Any Contract or 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 fax 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 RFP [MCDA/2009/03] set out in the attached document, hereby offers to supply the services specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Signature: _____
Date: _____
Name & Title: _____
Company: _____
Postal Address: _____
Tel. No.: _____
E-mail: _____
Validity of Offer: _____
Currency of Offer: _____

Please indicate after having read UNICEF Payment Terms which of the following Payment Terms are offered by you:

10 Days, 3.0% _____ 15 Day, 2.5% _____ 20 Days, 2.0% _____ 30 Days, Net _____
Other Trade Discounts: _____

THIS REQUEST FOR PROPOSAL HAS BEEN:

PREPARED BY: Biljana Trimcevska btrimcevska@unicef.org

[Name and e-mail address]

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

APPROVED BY: Nora Sabani