
REQUEST FOR PROPOSAL FOR LONG TERM ARRANGEMENT

UNITED NATIONS CHILDREN'S FUND (UNICEF)

**Tender on DEVELOPMENT OF A PACKAGE OF NORMATIVE DOCUMENTS TO
OPERATIONALISE AN ALGORITHM OF LOCAL GOVERNMENTS' ACTIONS IN CASES
COVERED BY THE UN CRC OPSC**

The reference RFP (RFP-UKRA-2009-0008) should content the completed PROPOSAL FORM (pages 3-12).

Sealed offers will be received at the UNICEF Ukraine (sealed tender box) up to 11:00 hours on 3 July 2009 to be opened at 11:15 the same day.

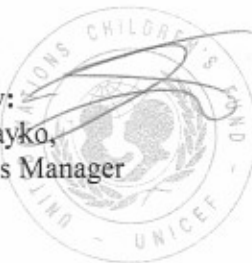
The Proposal Form must be completed and signed and the attached documents used when replying to this RFP. You are welcome to enclose your own specifications etc., if necessary.

Offers shall be sent to:

UNICEF Ukraine, 5 Klovskiy Uzviz Str., Kiev 01021, Ukraine, Tel; 38-044-254-24-39/254-24-50, Fax: 230-25-06.

IMPORTANT – Your offers should be submitted in English or Ukrainian using the attached format. Offers received in any other manner will be INVALIDATED.

Signed by:
Ira Nalyvayko,
Operations Manager



unite for
children

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REQUEST FOR PROPOSAL (RFP)**Date: 17 June 2009****Subject: Request for proposal No : RFP-UKRA-2009-0008****Tender on DEVELOPMENT OF A PACKAGE OF NORMATIVE DOCUMENTS TO
OPERATIONALISE AN ALGORITHM OF LOCAL GOVERNMENTS' ACTIONS IN CASES
COVERED BY THE UN CRC OPSC**

1. Accordingly, we enclose our Request for proposal No. RFP-UKRA-2009-0008 and you are requested to:
 - (a) Submit your offer with price(s) in UAH, as instructed, on or before closing time. Please note that UN agencies will make payments **in UAH**.
 - (b) Note that failure to offer proposals in UAH, or in accordance with the requested terms, will result in automatic invalidation of your offer.
2. In addition, please note that:
 - (a) Ceiling prices must remain fixed;
 - (b) Please kindly ensure that all price(s) quoted in UAH exclude VAT;
 - (c) This is a sealed offer and you must adhere to the response instructions in the Request for proposal;
 - (d) It is important that you read all of the provisions of the Request for proposal, to ensure that you understand its requirements and can submit an offer in compliance with them. This includes submission of all documents requested, and completion of item texts underneath each item in the bid. Note that failure to provide requested documents or complete the item texts, may result in invalidation of your bid;
 - (e) Evaluation criteria will be based on reliability of the supplier, the best price, proposed approach and methodology, personnel.

Please note that your offer duly sealed must reach UNICEF office by 11:00 hours on **3 July 2009** and the offers will be opened at 11:15 hours same day as indicated in the attached Request for proposal format.

Regards,

Ira Nalyvayko
Operations Manager

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