CO Instructions to Bidders ITB-9159158

May 5th 2017

1. MARKING AND RETURNING BIDS

1.1 Bids shall be submitted in the manner specified earlier in this solicitation document. Detailed submission guidance at paragraphs 1.5, should then be followed accordingly.

1.2 The Bid Form must be signed and submitted together with the Bid. The Bid Form should be signed by the duly authorized representative of the submitting company.

1.3 Bids must be clearly marked with the ITB-9159158 and the name of the company submitting the bid.

1.4 Bidders should note that Bids received in the following manner will be invalidated:
   - a) with incorrect (as applicable) postal address, email address or fax number;
   - b) received after the stipulated closing time and date;
   - c) failure to quote in the currency(ies) stated in the ITB(S);
   - d) in a different form than prescribed in the ITB(S).

1.5 E-mailed bids (as applicable)

1.5.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.5.2 All e-mailed Bids must be submitted to the ONLY ACCEPTABLE E-MAIL ADDRESS as specified in this solicitation document. No other recipient should be “Cc” or “Bcc” in the e-mail submission. Bids received in any other manner will be invalidated. Properly emailed complete offers will be received at UNICEF Cambodia Country Office until 10:00 AM on Tuesday 07 July 2020 to email: Cambodia-Bids@unicef.org

1.5.3 All Bids submitted by e-mail must be submitted as email attachments. Email links (e.g. to documents to be downloaded from cloud based folders) are not acceptable unless otherwise specifically requested. Bids submitted as a link or through a link will be invalidated.

Please note: Email should not exceed 10MB. If bid response is larger than 10MB, please zip the files or divide response into separate files and send it multiple emails instead.

2. OPENING OF BIDS

2.1 Bids received prior to the stated closing time and date will be kept unopened. UNICEF will open Bids when the specified time has arrived, and no Bid received thereafter will be considered.

2.2 UNICEF will accept no responsibility for the premature opening of a Bid which is not properly addressed or identified.

2.3 Bidders, or their authorized representative, may attend the public opening of the Bid at the time, date and location specified. Bidders should note that the Bid Opening is the only time and place where information related to pricing from competitors is available.

3. UNGM REGISTRATION

3.1 UNICEF is part of the United Nations Global Market Place (UNGM). Accordingly, all bidders are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: www.ungm.org

4. AWARD NOTIFICATION

4.1 UNICEF reserves the right to make a public notification of the outcome of an ITB(S) advising product/service, awarded supplier and total value of award.