Annex C
Instruction to Bidder RFPS-9159164

1. MARKING AND RETURNING PROPOSALS

1.1 Proposals shall be submitted in the manner specified earlier in this solicitation document. Detailed submission guidance at paragraphs 1.7 should then be followed accordingly.

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

1.3 Proposals must be clearly marked with the RFP(S) number and the name of the company submitting the Proposal.

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

1.5 Technical Proposal: The Technical Proposal should address the criteria and requirements outlined in this RFP(S), paying particular attention to its schedules/Terms of Reference and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service need.

NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.

1.6 Price Proposal: The Price Proposal should be prepared in accordance with the requirements contained in the schedules/Terms of Reference for this RFP(S).

1.7 Email Proposals (as applicable)

1.7 Email submission

1.7.1 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 10:00AM on 23 July 2020 to email: Cambodia-Bids@unicef.org

EMAILED BIDS Must be sent exclusively to Cambodia-Bids@unicef.org in a non-editable format (i.e. PDF), clearly marked with the tender number (TENDER NUMBER) and
dispatched to arrive NO LATER than the (CLOSING TIME AND DATE) at 10:00 am on **23 July 2020**. Bids received in any other manner will be INVALIDATED

Please Note: email should not exceed 10MB. In bid response is larger than 10MB, please zip the files or divide response into separate files and send in multiple emails instead.

1.7.2 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.

- **Technical Proposal** file clearly named as “Technical Proposal- RFP No. 9159164”
- **Financial Proposal** file clearly named as “Financial Proposal RFP-No.9159164 which should be password protected.

*Note: Supply and Procurement Staff will contact the technically qualified bidders to ask them to provide the password for accessing the financial proposal.*

Proposals received in any other manner will be invalidated.

2. OPENING OF PROPOSALS

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

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

2.3 In cases when a Public Opening is held, the invited proposers, or their authorized representative, may attend the public Proposal opening at the time, date and location specified in the RFP(S) documents.

3. UNGM REGISTRATION

3.1 UNICEF is part of the United Nations Global Marketplace (UNGM). Accordingly, all proposers are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: [www.ungm.org](http://www.ungm.org)

4. AWARD NOTIFICATION

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