

LRPS-2026-9204403_ Study on Educational Segregation of Students Belonging to the Roma National Minority in the Republic of Croatia_Q&A

1. Is there an indicative budget range or ceiling for this assignment that bidders should be aware of when developing financial proposals?

As per UNICEF procedures, UNICEF solicits offers primarily through competitive bidding and open advertisement, to ensure a fair bidding process and best value for money for UNICEF and the children it serves. When executing Request for proposals (RFP tenders), we encourage innovative proposals and in line with that, indicative budget is not disclosed as it could influence technical proposals and supplier pricing strategies, potentially leading to less competitive offers or price anchoring. The applicants are, therefore, expected to propose a realistic and competitive financial offer, based on the assessment of required resources, work methodology, and professional engagement, that corresponds to the scope and complexity of the tasks.

2. How should we submit our technical proposal as well as financial proposal? Scan and send by email?

E-mailed Proposals must be submitted to the acceptable e-mail address as specified in the solicitation document. All Proposals must be submitted as email attachments (in a non-editable format).

In order to ensure transparency of the process in accordance with UNICEF's procurement rules, please submit your bid as follows:

The technical proposal should be sent to the e-mail address: opszagreb@unicef.org.

Subject line should read as follows:

Technical Proposal for LRPS-2026-9204403: Study on Educational Segregation of Students Belonging to the Roma National Minority in the Republic of Croatia

The financial proposal should be sent to the e-mail address: igabaj@unicef.org.

Subject line should read as follows:

Financial Proposal for LRPS-2026-9204403: Study on Educational Segregation of Students Belonging to the Roma National Minority in the Republic of Croatia

3. Regarding the Request for proposal for services form, if we want to state that the company has never been found guilty to a final judgment or a final administrative decision of any of the stated (fraud, corruption etc), must we mark YES or NO?

In this case, you should mark YES.

4. What must our technical and financial proposal contain? Could you list the evaluation criteria?

For technical proposal, kindly refer to article 5.12 of the Request for proposal for services document (page 12).

For financial proposal, kindly refer to article 5.13 of the Request for Proposal for services document (pages 12-13)

For a detailed process on evaluation of offers and evaluation criteria, kindly refer to pages 14 and 15 of the Request for Proposal for services document.

5. Where can we acquire UNGM number?

The UNGM number is a registration number that you can obtain by completing a simple registration on the United Nations Global Marketplace website: www.ungm.org. If you have already obtained a UNGM number previously for the purposes of a tender, you may simply enter that number.

6. Financial statements – please clarify which documents we need to submit. Are these Bon-1 and Bon-2, and the Tax Administration report on outstanding debt? If another document is required, we would kindly appreciate information on exactly which documents should be submitted. Is this also a separate Annex?

Answer: Financial statements are financial reports that form Annex 1 as part of the Technical Proposal. The format of such reports is not defined by UNICEF. We suggest submitting the report issued by FINA, titled: *"Balance Sheet and Profit and Loss Account for the Year xxxx"*.

7. Is it acceptable to submit the proposal through another consulting company, given the nature of the assignment and the required qualifications?

In line with the solicitation documentation, proposals must be submitted by an eligible legal entity that meets the qualification requirements specified in the Request for Proposals.

Accordingly, submission through another entity (such as consulting companies) is acceptable, provided that:

- the submitting entity assumes full responsibility for the proposal and any resulting contract;
- all consortium, partnership, or subcontracting arrangements are clearly described in the proposal;
- the qualifications and roles of all parties involved are transparently presented and meet the requirements outlined in the Terms of Reference.

For more details kindly refer to the Request for Proposal for services document.