

July 4, 2022
REQUEST FOR PROPOSAL
LRPS 2022-9176219

UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to provide International/National Institutional Consultancy for :
Graphic design services for UNICEF Montenegro.

Terms of Reference for this assignment is incorporated in LRPS-2022-9176219 and make integral part of it.

Potential contractors should submit password protected bidding documentation, consisting of technical (A) and financial proposal (B), to the following e-mail address: podgorica@unicef.org

Passwords for the protected bidding documentation should be sent in separate e-mail to the following e-mail address: mjankovic@unicef.org

The potential contractors are expected to submit a proposal based on Terms of Reference. The proposal will be evaluated against the following criteria:

A) Technical proposal - Maximum points: 70

(one separate e-mail; attachment password protected; The reference LRPS-2022- 9176219 - technical proposal):

- a. Title page clearly indicating name of the bidding entity and contact person for the proposal.
- b. Institutional profile and portfolio of relevant projects undertaken in the past. Additionally, list previous UN contracts carried out in related fields of work. Include samples and references of work and outcomes. Please provide contact details of key references. Provide examples of your best work through case studies, project summaries, or other methods that you feel appropriate.
- c. CVs/resumes of lead resource persons.
- d. Include any other arrangements or clarifications the proposer would like to make that are not expressed elsewhere, in support of their proposal.
- e. Supplier Profile Form which can be found here Annex 1 Supplier Profile Form_1.pdf ([unicef.org](https://www.unicef.org/montenegro/en/tenders)) (<https://www.unicef.org/montenegro/en/tenders>).
- f. LRPS - Local Request for Proposal for Services Form filled out and signed

B) Financial proposal - Maximum points: 30

(one separate e-mail; attachment password protected; The reference LRPS-2022- 9176219 - financial proposal):

- a. The proposers should ensure that all pricing information is provided in accordance with Annex B which is integral part of the ToR and LRPS document.

IMPORTANT-ESSENTIAL INFORMATION

Proposal form LRPS-2022- 9176219 must be used when replying to this invitation.

The reference LRPS-2022-9176219 must be indicated in the subject of the e-mails as indicated above.

Proposals should be submitted in English language. Prices must be given in EUR and without tax as UN Agencies are tax exempt for the purchasing of goods and services.

Proposals must be received by 17 :00hrs CET on July 24, 2022. Proposals received after the stipulated date and time will be invalidated.

UNICEF is part of the United Nations Global Market place (UNGM). Accordingly, all bidders are encouraged to become a UNICEF vendor by creating vendor profile in the UNGM website: www.ungm.org
Due to the nature of this LRPS, there will be no public opening of proposals.

It is important that you read all the provisions of the bid, 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.

In accordance with UNICEF Rules and Regulations the award and the reasons for making the award are UNICEF's internal decision and information about other bidders or their bids must not be divulged.
The invitation for submission of proposals does not obligate signing of the contract with bidders, nor does it assume the obligation to pay the costs of preparing the bids. UNICEF accepts no responsibility for undelivered proposals and will not accept proposals after the closing date and time.

As a result of the solicitation process, a three-year LTA will be issued with possible extension of up to 24 months, provided supplier performance has been satisfactory and prices have been reviewed and found to be competitive at the time of extension. This will be a time-bound LTA.

Please note that UNICEF has right to enter into LTAs with more than one supplier and the right to split the award of contracts/purchase orders towards LTAs among the LTA holders if this is in UNICEF's best interest. Therefore, the LTA entered into should be considered non-exclusive and does not constitute a commitment from UNICEF's side to place any purchase order/contract towards the LTA/LTAs.