

July 2, 2024
REQUEST FOR PROPOSAL
Long Term Agreement for Services
LRPS 2024 9191222
UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to enter into Long Term Agreement - LTA for providing International/National institutional consultancy for comms and advocacy support services for UNICEF Montenegro, throughout the 2-year (2024-2026) period.

Terms of Reference for this assignment is incorporated in LRPS 2024 9191222 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 2024 9191222 technical proposal") including:

- Profile and portfolio of the consulting agency with information about previous experience with similar projects and clients – examples of similar work related to PR and comms support especially on human rights issues and for non-profit institutional communication.
- Structure of the team - qualifications and experience of team members – CVs of team members and consultant-experts should be included clearly outlining how each of the team members fulfils the above requirements and role of each team member for the fulfilment of above tasks. One team member should be assigned as a team lead to facilitate communication with UNICEF.
- Production lead time-to be expressed in the number of hours or day/s for each task-service.
- LRPS Form signed.

B) Financial proposal - Maximum points: 30

(One separate e-mail; attachment password protected; The reference "LRPS 2024 9191222 financial proposal"):

Following the format of this solicitation document Bidders can apply for one or more LOTs: LOT 1, LOT 2, LOT 3, LOT 4, LOT 5, LOT 6, based on their preferences and capacities. Thus, Partial Bids, per separate LOT/s, are accepted.

Financial proposal should indicate price and Lead time (number of hours/ days needed to respond to UNICEF's request for support for each service) for each service.

The financial proposal shall indicate the budget estimated in EUR.

Note: Offer per LOT must include all services listed under specific LOT.

IMPORTANT-ESSENTIAL INFORMATION

The reference "LRPS 2024 9191222 " 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.

Validity Period: Proposals should be valid for a period of not less than one hundred and twenty (120) days after the Submission Deadline. A Proposal valid for a shorter period of time shall not be further considered.

Request for proposal for services form:

If your Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of any of the items listed under Declaration you should marked box YES.

If your Company and its Management have been found guilty pursuant to a final judgment or a final administrative decision of any of the items listed under Declaration you should marked box NO.

Proposals must be received by 15:00 CET time July 22nd, 2024.

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.