

July 1st, 2025
REQUEST FOR PROPOSAL
LRPS 2025 9198310
UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to provide National Institutional Consultancy for video production.

Terms of Reference for this assignment is incorporated in LRPS 2025 9198310 and make an 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 2025 9198310 technical proposal"):

Technical Proposal including:

- Profile and portfolio of the consulting agency with information about previous experience with similar projects and clients – examples of similar work of video production related to child/human rights;
- Structure of the team - qualifications and experience of team members – CVs of team members should be included;
- Production lead time expressed as the number of hours and Reference contacts;
- List of available equipment
- LRPS form signed

B) Financial proposal - Maximum points: 30

(One separate e-mail; attachment password protected; The reference "LRPS 2025 9198310 financial proposal"):

Financial Proposal (Budget) including:

- a) The proposers should ensure that all pricing information is provided in accordance with the Financial Proposal listed **under Section 7: Content of Proposals.**

IMPORTANT-ESSENTIAL INFORMATION

The reference "LRPS 2025 9198310" 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 the Declaration you should mark 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 the Declaration you should mark box NO.

Proposals must be received by 12:00 hrs CET on July 22, 2025. 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 on the UNGM website: www.ungm.org

Due to the nature of this LRPS, there will be no public opening of proposals.

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 the right to enter 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 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.