

July 25, 2025
Invitation to bid
ITBS 2025 9198509
Re - advertisement

UNICEF Office in Montenegro is inviting you to submit bids for Event management services: Hotel Catering and Accommodation services with Conference rooms rental.

The scope of requested services is incorporated in ITBS 2025 9198509 and make integral part of it.

Tendering documentation consists of:

- a) Signed and stamped UNICEF Invitation to Bid form ITBS 2055 9198509
- b) Bid should be prepared with a company memorandum indicating unit prices without VAT for requested services.
- c) Scanned, signed and stamped UNICEF Supplier Profile Form which can be found at the UNICEF Montenegro website/tenders
- d) Scanned company registration and VAT registration documentation.

Bidders should submit password protected bidding documentation the following e-mail addresses **mneprocurement@unicef.org** and **fdzafic@unicef.org**

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

Bids must be received by 13:00 CET time August 1st, 2025.

Important:

Bids 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.

The reference "ITBS 2025 9198509" must be indicated in the subject of the e-mails.

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.

Invitation to Bid Service 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 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 at the UNGM website: www.ungm.org

Due to the nature of this solicitation document, there will be Public opening of bids.

The public opening of received bids will be held online on August 1, 2025 at 15:00h, CET. All bidders will be invited to attend the public opening through the link that will be provided in e-mail notification.

All bidders will be informed in writing on the outcome of ITBS.

Should you have any questions related to the specifications please send it to e-mail: apopivoda@unicef.org. The deadline for submitting questions is July 31st, 2025.

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.