SPECIAL NOTES
Invitation to bid LITB 2020-9157403
Procurement of Hygiene Kits

UNICEF Office in Montenegro is inviting you to submit bids for procurement of Hygiene Kits
Bidders should submit electronic tendering documentation consisting of:

A) Scanned, signed and stamped UNICEF Invitation to Bid form - LITB 2020-9157403 and bid prepared on company memorandum indicating offered item brands and unit prices without VAT. Please submit your bid in non-editable secure PDF format or an image format such as JPG other format documents will not be accepted

B) Scanned company registration and PDV registration documentation

C) Scanned, signed and stamped UNICEF Supplier Profile Form

D) Selected company will submit Scanned, signed and stamped UNICEF Vendor Master

E) Data Form along with bank statement signed and stamped by issuing bank as verification of account holder (or copy of contract with bank)

The following tendering documentation is attached: UNICEF Invitation to Bid form - LITB 2020-9157403 with detailed specifications for each item, UNICEF Supplier Profile Form and UNICEF Vendor with detailed instructions on how to prepare documents.
Bid should be submitted via email address: mneprocurement@unicef.org by Friday, 10 April 2020, at 12:00 hrs with the remark: Bid for LITB 2020-001 Procurement of Hygiene Kits

Important:

Prices must be given in EUR and without tax, as UN agencies are TAX exempt for the purchasing of goods and services. Short lead-delivery time is highly recommended in emergency
Should you have any questions related to the specifications please send it to e-mail apopivoda@unicef.org and/or fdzafic@unicef.org. Answers will not be provided individually: all questions and all answers will be published every day until Thursday 09 April 2020 at 17.00 hrs on UNICEF website: https://www.unicef.org/montenegro/en/tenders.

Name of the company that sent question will not be indicated.
The public opening of electronic submissions will be held on April 13, 2020 via skype or zoom. All bidders will be informed by e-mail of the exact timing of the public opening and 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 ITB by April 14, 2020.
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 bids and will not accept proposals after the closing date and time.
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.