

April 30, 2020  
REQUEST FOR PROPOSAL  
LRPS-2020-9157618  
RE-ADVERTISEMENT

#### UNITED NATIONS CHILDREN'S FUND

Wishes to invite interested companies to provide National Institutional Consultancy through Long Term Agreement for National Institutional consultancy for video production services for UNICEF Montenegro. Terms of Reference for this assignment is incorporated in LRPS-2020-9157618 and make integral part of it.

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

- (1) Relevant experience in similar type of work relevance;
- (2) Organisational and technical capacity of the applicant;
- (3) Budget.

#### A) Technical proposal - Maximum points: 70

(one separate e-mail; attachment password protected; The reference "LRPS-2020-9157618 National Institutional consultancy for video production services"- technical proposal):

- Profile and portfolio of the consulting agency with information about previous experience with similar projects and clients – examples of similar work of photos/photojournalism related to child rights;
- Structure of the team - qualifications and experience of team members – CVs of team members should be included;
- Production lead time and ability to respond quickly to last minute requests;
- Reference contacts;
- Completed Supplier Profile Form which can be found here <https://wcmprod.unicef.org/montenegro/en/tenders> (<https://bit.ly/2lkbpZo>) along with the documents required in the form.

#### B) Financial proposal - Maximum points: 30

(one separate e-mail; attachment password protected; The reference "LRPS-2020-9157618 National Institutional consultancy for video production services" - financial proposal):

- Separate prices per items/services are listed in the ToR which is integral part of this document.

LRPS - 2020-9157618 (filled out and signed)

#### IMPORTANT-ESSENTIAL INFORMATION

Proposal form LRPS-2020-9157618 must be used when replying to this invitation. The reference "LRPS-2020-9157618 National Institutional consultancy for video production services" must be indicated in the subject of the e-mails as indicated above.

Passwords for the protected attachments should be sent in separate e-mail to the following e-mail address: [mjankovic@unicef.org](mailto:mjankovic@unicef.org)

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 14:00hrs CET on May 6, 2020. 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](http://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.*

The UNICEF evaluation team will select the Proposal, which is of high quality, clear and meets the stated requirements and offers the best combination of technical and financial score.