REQUEST FOR PROPOSAL
LRPS-2021-9166070

UNITED NATIONS CHILDREN'S FUND
Wishes to invite interested companies to provide International Institutional Consultancy for conducting national perception surveys on COVID-19 risk awareness for UNICEF Montenegro.

Terms of Reference for this assignment is incorporated in LRPS-2021-9166070 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

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-2021-9166070 Institutional Consultancy for conducting national perception surveys on COVID-19 risk awareness" - technical proposal):

- Portfolio of the organisation/institution/agency with examples of previous work on similar projects and clients in the last 5 years;
- Detailed description of the methodology and technical approach;
- Tentative work plan with number of days, timeframe and deadlines for deliverables;
- Evidence on two to three similar assignments;
- Completed Supplier Profile Form which can be found here https://wcmsprod.unicef.org/montenegro/en/tenders (https://bit.ly/2IkbpZo) along with the documents required in the form.

B) Financial proposal - Maximum points: 30

(one separate e-mail; attachment password protected; The reference "LRPS-2021-9166070 International Institutional Consultancy for conducting national perception surveys on COVID-19 risk awareness" - financial proposal):

- Separate prices per items/services listed under item Financial proposal of the ToR which is integral part of this document.

LRPS - 2021-9166070 (filled out and signed)

Passwords for the protected attachments should be sent in separate e-mail to the following e-mail address: mjankovic@unicef.org
IMPORTANT-ESSENTIAL INFORMATION

Proposal form LRPS-2021-9166070 must be used when replying to this invitation. The reference "LRPS-2021-9166070 - International Institutional Consultancy for conducting national perception surveys on COVID-19 risk awareness" 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.

Proposals must be received by 14:00hrs CET on April 15, 2021. 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.

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.