REQUEST FOR PROPOSAL
LRPS 2021-9170374

UNITED NATIONS CHILDREN’S FUND

Wishes to invite interested companies to provide International institutional consultancy to support the Institute for Public Health to conduct a micronutrient survey in Montenegro.

Terms of Reference for this assignment is incorporated in LRPS 2021-9170374 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:

A) Technical proposal - Maximum points: 70

(one separate e-mail; attachment password protected; The reference "LRPS 2021 - 9170374 International institutional consultancy to support the Institute for Public Health to conduct a micronutrient survey in Montenegro - technical proposal):

   a) Portfolio of the organisation/institution/agency with examples of previous work on similar projects and clients in the last 5 years (micronutrient surveys etc.)
   b) Title/designation of each team member including their CVs;
   c) A more detailed description of the methodology and technical approach based on the above description;
   d) A more detailed tentative work plan with the number of days and timeframe per team member in line with the above tentative deadlines for deliverables including travel plan;
   e) 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 2021-9170374 International institutional consultancy to support the Institute for Public Health to conduct a micronutrient survey in Montenegro - financial proposal):

   a) Daily fee rate for each team member per deliverable as well as the total cost per professionals based on the number of working days included in the Technical Proposal.
   b) Estimated travel costs (all travels must be pre-approved by UNICEF and will be based on most direct and economy class ticket irrespective of the duration of the flight.). Daily subsistence allowance (DSA) will, where applicable, be paid up to a maximum of the official UN rate.
   c) Other costs if applicable.
The financial proposal shall indicate budget estimated in USD or in EUR.

LRPS 2021-9170374 (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 2021-9170374 must be used when replying to this invitation. The reference "LRPS 2021-9170374 International institutional consultancy to support the Institute for Public Health to conduct a micronutrient survey in Montenegro" 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 or USD and without tax as UN Agencies are tax exempt for the purchasing of goods and services.

Proposals must be received by 15:00hrs CET on October 18, 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.