

## **INSTRUCTION TO PROPOSER**

### **1. MARKING AND RETURNING PROPOSALS**

1.1 Proposals shall be submitted in the manner specified earlier in this solicitation document. Detailed submission guidance at paragraphs 1.7, 1.8 and/or 1.9 should then be followed accordingly.

1.2 The Bid Form/Request for Proposal for Services Form must be signed, and submitted together with the Proposal. The Bid Form/Request for Proposal for Services Form should be signed by the duly authorized representative of the submitting company.

1.3 Proposals must be clearly marked with the RFP(S) number and the name of the company submitting the Proposal.

1.4 Proposers should note that Proposals received in the following manner will be invalidated:

- a) with incorrect (as applicable) postal address, email address or fax number;
- b) received after the stipulated closing time and date;
- c) failure to quote in the currency(ies) stated in the RFP(S);
- d) in a different form than prescribed in the RFP(S).

1.5 Technical Proposal: The Technical Proposal should address the criteria and requirements outlined in this RFP(S), paying particular attention to its schedules/Terms of Reference/Statement of Work and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service/goods need.

### **NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.**

1.6 Price Proposal: The Price Proposal should be prepared in accordance with the requirements contained in the schedules/Terms of Reference for this RFP(S).

1.6.1 The Price Proposal must be submitted in an email separate from the rest of the proposal.

Prices or rates shall not appear in any other part of the technical proposal. Firm/Company will submit the proposals electronically to CBD-eBidding Bids at [Cambodia-Bids@unicef.org](mailto:Cambodia-Bids@unicef.org) in the following manner.

- ☐ **Technical Proposal file clearly named as “Technical Proposal – RFPS/9168304”**
- ☐ **Financial Proposal file clearly named as “Financial Proposal - RFPS/9168304” which should be password protected.**

***Note: Supply and Procurement Staff will contact the technically qualified bidders to ask them to provide the password for accessing the financial proposal***

(The password to access CBD-eBidding ([Cambodia-Bids@unicef.org](mailto:Cambodia-Bids@unicef.org)) will be restricted to BRU)

**PLEASE NOTE: email should not exceed 10MB. If bid response is larger than 10MB, please zip the files or divide response into separate files and send it multiple emails instead.**

1.7 In case of any discrepancy between an original and a copy, the original will prevail.

1.8 Any delays encountered in the mail delivery will be at the risk of the Proposer.

1.9 All e-mailed Proposals must be submitted to the ONLY ACCEPTABLE E-MAIL ADDRESS as specified under point 1.6.1 above. No other recipient should be "Cc" or "Bcc" in the e-mail submission. Proposals not sent in this manner will be disqualified.

1.9.1 All Proposals submitted by e-mail must be submitted as email (PDF) attachments. The Technical Proposal and Price Proposal must be sent as separate attachments and clearly indicated as such in the file name (e.g. Company ABC Technical Proposal, Company ABC Price Proposal). Email links (e.g. to documents to be downloaded from cloud-based folders) are not acceptable unless otherwise specifically requested. Proposals submitted as a link or through a link will be invalidated.

**Proposals received in any other manner will be invalidated.**

## 2. OPENING OF PROPOSALS

2.1 Proposals received prior to the stated closing time and date will be kept unopened. UNICEF will open Proposals when the specified time has arrived, and no Proposal received thereafter will be considered.

2.2 UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly addressed or identified.

## 3. UNGM REGISTRATION

3.1 UNICEF is part of the United Nations Global Marketplace (UNGM). Accordingly, all proposers are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: [www.ungm.org](http://www.ungm.org)

## 4. AWARD NOTIFICATION

4.1 UNICEF reserves the right not to make a public notification of the outcome on this RFP(S).