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**UNICEF RFPS-RFPS-DAN-  
2021-503347**

**Global Long-term  
Arrangement (LTAs)**

**Bid Conference  
10<sup>th</sup> August 2021**

# Welcome and Agenda

- Welcome and house rules of the webinar
- Background
- UNICEF LTASs and GTCs
- Bid instructions
- Technical proposal walkthrough
- Commercial proposal walkthrough
- Q&A
- Next steps and timelines





# Background

- UNICEF is part of [Access to COVID-19 Tools Accelerator](#) (ACT-A) a global collaboration to accelerate the development, production, and equitable access to COVID-19 tests, therapeutics, and vaccines.
- Under the therapeutics initiative UNICEF is co-leading the effort on the “products, services and markets” activities focusing on oxygen solutions. As part of this UNICEF is co-leading a workstream on enabling urgent in-country PSA plant repairs.
- UNICEF is additionally hosting the [Supply Financing Facility](#); dedicated, pooled funding structure that has been specifically designed to address the scale of the COVID-19 pandemic response supply requirements.
- UNICEF is part of the Every Breath Counts Coalition, which is working to identify broken oxygen plants around the world.

# UNICEF LTAS & GTCs

- An LTAS is a written framework agreement between UNICEF and the supplier that covers all the commercial and other terms applicable to contracts issued for predefined services over a specific period of time.
- UNICEF wishes to enter into non-exclusive Long Term Arrangement for Services (LTAS) for the provision of oxygen generation plant repairs and related biomedical engineering and technical services for an initial one year period, with the possibility of extension for up to two additional years.
- After LTAS has been signed, the scope, location, duration, and reporting requirements for each assignment will be defined in each Scope of Work/Terms of Reference as specified by UNICEF.
- All bidders should review UNICEF's General Terms and Conditions for LTAs online here.

[%20agreement%20\(LTA\)%20for%20services.pdf](#)



# Long term arrangements with UNICEF



Publication of RFPS, bidding, evaluation



Signature of Long Term Agreements



Project Specific Terms of References submitted to LTA holders



Quotes received



PO placed with contractor



Invoice paid 30 days net

# Technical Proposal

- Technical proposals must be submitted in the Word document available at UNGM
- Be concise and please adhere to the word count
- Any supporting attachments must be clearly labelled

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## Detailed technical proposal

### 7.1.1 Background and capacity (to complete all services under both schedules) max ~500 words

Provide a brief general description of the organization submitting the proposal, detailing compliance with qualification requirements above. This description should elaborate on your institution's experience in plant repairs and other biomedical engineering and technical services. Selected experiences should emphasize the focus, size and scope of past projects and their outcomes. Please list your company's experiences in specific regions. Include links as relevant.

#### Years of experience providing plant repair services

No. of years

### 7.1.2 Organizational structure and support systems max ~500 words

Briefly describe the availability of resources, including facilities and staff (permanent staff, sub-contractors, and freelancers). Indicate the number of staff and offices (country, subnational (field) offices etc. of your institution). If feasible, submit your organizational structure (chart/organogram). Describe the availability of resources in terms of personnel and their qualifications. Describe the structure of the team, and the works tasks that would be assigned to each. Special attention should be given to providing a clear picture of roles, responsibilities, and accountability. Provide curricula vitae of the key staff to be assigned to UNICEF projects (as is feasible and as separate clearly labelled and numbered attachments).

Define the steps to indicate how multiple, multi-country requests will be addressed should a situation arise where several UNICEF offices contact the proposer for services

### 7.1.3 Quality control mechanisms, project and risk management max ~500 words

Describe the proposed methodology to providing the services, including their approach to quality assurance, services outside of business hours, delays in timelines, correction of mistakes and mitigation of risk in these areas. Describe the potential risks that may impact quality or timely completion of expected results. Describe back-up measures that are in place to mitigate these risks. Describe workflow for both emergency as well as non-emergency cases.

#### 7.1.4a Plant Repair Services

Provide an indicative project plan for a complete plant repair service and indicate the team members required and approximate number of days. If providing as separate attachment please ensure clearly labeled and note the file names here.

#### 7.1.4b Plant Repair Brands serviced & example project plan

*Detail the range/brands of plants that can be repaired include indication of your supply chain for components and spare parts (upstream contracts/framework agreements, buffer stock(s), lead times for sourcing and delivering to site, etc.). Include a real project plan and plant repair assessment from one of organization's previous projects/assignments. If providing as separate attachments please ensure these are clearly labeled and note the file names here.*

#### 7.1.5 References/Case Studies

*Please provide at least 2 or more client references or case studies of previous experiences in providing the required services. At least one of these must be PSA plant repairs. If providing as separate attachments please ensure these are clearly labeled and note the file names here.*

#### Referees who may be contacted

*Please provide contact details of two referees who may be contacted who can verify satisfactory receipt of your services.*

#### Checklist for required documentation

- ✓ Technical proposal submission form (signed)
- ✓ Annex D – Detailed technical proposal (as Word)
- ✓ 2 written references/case studies (separately labelled attachments)
- ✓ Contacts for 2 referees (included in Technical Proposal)
- ✓ Annex E – Financial proposal (as Excel)

# Financial Proposal

- Financial proposals should include daily rates of personnel and are to be submitted using the template provided in Annex D.
- Failure to quote in USD and submitted in any other format than Annex D will result in the disqualification of the proposal.
- Sheets 1 and 2 must be completed in full.
- **NB:** Travel costs are not to be included in the financial proposals. UNICEF will reimburse travel costs as per UNICEF rules this will include the most direct and economic transportation (economy class only regardless of the length of travel), daily subsistence allowance (DSA), terminal expenses and miscellaneous expenses (visa, airport tax, etc.). Daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC). The vendor (s) will be expected to work from its (their) own offices and to utilize its (their) own resources and consumables. The vendor (s) will not have access to any UNICEF resources or workspace.



# Financial Proposal

Supplier name:

Sheet 2 of 2 - both sheets must be completed

## Annex E - FINANCIAL PROPOSAL Template (Sheet 2 of 2)

### Plant assessment and report indicative lump sum

Every contract that will issued under the ensuing LTAS will define the concrete deliverables, outputs and timeframes in a separate ToR. Ahead of each contract, the LTAS-holder will be requested to quote a final price according to the specific deliverables of the ToR. UNICEF will compare the specific requirements and final quote against d the respective indicative lump sum for the Service Area that has been agreed in the LTAS to ensure that they are equivalent/commensurate. Payments will be made against the specific ToR of the contract and will reference the pre-negotiated terms and conditions, as well as any calculation methodologies contained in the LTAS.

### Indicative lump sum per plant assessment and report (excluding travel and daily subsistence allowance)

|   | Western and Central Africa Region (WCAR) | Eastern and Southern Africa Region (ESAR) | South Asia (ROSA) | Middle East and North Africa Region (MENA) | East Asia and the Pacific Region (EAPR) | Latin America and The Caribbean Region (LACR) | Europe and Central Asia Region (ECAR) |
|---|--|---|-------------------|--|---|---|---------------------------------------|
| <i>Please add No. of staff, and no. of days)<br/>e.g. technician @ XX x XX days, plus supervisor @ XX x day</i> | \$ -                                     | \$ -                                      | \$ -              | \$ -                                       | \$ -                                    | \$ -  | \$ -                                  |
| <i>Travel (reimbursed at cost)</i>  |  |   |                   |  |   |   |                                       |
| <b>Exceptions/comments:</b>   |  |   |                   |  |   |   |                                       |

# Bid Instructions

- **Please read the RFPS 503347 document carefully and submit documentation exactly as instructed.**
- Technical and financial proposals must use the forms provided. Administratively non-compliant bids will be excluded.
- Proposals must be submitted to [supplybid@unicef.org](mailto:supplybid@unicef.org), the ONLY ACCEPTABLE E-MAIL ADDRESS for receipt of Proposals. No other recipient should be "Cc" or "Bcc" in the e-mail submission.
- The completed and signed Request for Proposal for Services Form must be submitted together with the Proposal.
- NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.
- Technical Proposal and Price Proposal must be sent as separate files and clearly indicated in the file name.
- The deadline for submission of proposals is as follows: 23:59 hrs (Copenhagen Time), on 24 August 2021. Any proposals received by UNICEF after the Submission Deadline will be rejected.



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# Q & A

# Next steps and timeline



4<sup>th</sup> June - REOI launched



4<sup>th</sup> August 2021 - RFPS Launched



**24<sup>th</sup> August 2021 – RFP deadline**



September 2021 – Technical and Commercial Evaluations and clarifications



October 2021 – Contracting and LTA Signature

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Thank you

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