

ANNEX D – INSTRUCTIONS TO BIDDERS

RFQS/LRQS-2022-9174969-Training and mentoring

1. MARKING AND RETURNING QUOTATIONS

1.1 Offers shall be submitted in the manner specified earlier in this solicitation document. Detailed submission guidance at paragraphs **1.7** should then be followed accordingly.

1.2 The **Bid Form (pg. 2 from the Request for Quotations for Services)** must be signed and submitted together with the Offer. The Bid Form/Request for Quotation for Services Form should be signed by the duly authorized representative of the submitting company.

1.3 Offers must be clearly marked with the **RFQ(S) number** and **the name of the company/team of consultants** submitting the Quotation in the subject of the e-mail.

1.4 Proposers should note that Quotations 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 RFQ(S);
- d) in a different form than prescribed in the RFQ(S).

1.5 Technical Quotation- for more details, please check **Annex C – Evaluation Criteria**

The Technical Quotation should address the criteria and requirements outlined in this RFQ(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 Quotations and original solutions to the stated service/goods need.

NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL QUOTATION!.

1.6 Price Quotation: The Price Quotation should be prepared in a separate file, in accordance with the requirements contained in the schedules/Terms of Reference/Statement of Work/Evaluation Criteria (Annex C) for this RFQ(S).

For more details, please open **Annex C- Evaluation Criteria**.

1.7 E-mailed Quotations

1.7.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.7.2 All e-mailed Quotations must be submitted to the ONLY ACCEPTABLE E-MAIL ADDRESS as specified in this solicitation document (ROM-PROCUREMENT@UNICEF.ORG). Quotations not sent in this manner will be disqualified.

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

2. OPENING OF QUOTATIONS

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

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

2.3 In cases when a Public Opening is held, the invited proposers, or their authorized representative, may attend the public Quotation opening at the time, date and location specified in the RFQ(S) documents.

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

4. AWARD NOTIFICATION

4.1 UNICEF reserves the right to make a public notification of the outcome on an RFQ(S) advising product/service, awarded supplier and total value of award.