

Long Term Agreement for the Construction of Sanitation Facilities

TERMS OF REFERENCE

Assignment:	Construction of Sanitation facilities in Camps, Host communities and Institutions in Borno, Yobe and Adamawa states of Nigeria
Purpose	To identify and select experienced and technically qualified contractors for the Construction of Sanitation facilities in Camps on a Long-Term Agreement (LTA) .
Location:	To be implemented in the Host communities and Institutions in Borno, Yobe and Adamawa states of Nigeria.
Start date:	1 November 2022
End date:	31st October 2024
Reporting to:	Water, Sanitation & Hygiene (WASH) – UNICEF Nigeria

1. Background

UNICEF is committed to saving the lives of children, women, and men through provision of safe sanitary facilities in Borno, Yobe and Adamawa states that are affected by protracted humanitarian crisis. To facilitate the attainment of this mandate through provision of sanitation facilities, UNICEF is issuing a request for proposal (RFP) seeking interested and qualified contractors who have the capacity and are willing to work in all local government areas of the region including high risk security areas in the states of Borno, Yobe and Adamawa.

2. Purpose

The main purpose is to establish Long Term Arrangements (LTAs), for the Construction of Sanitation facilities in Camps, Host communities and Institutions in Borno, Yobe and Adamawa states of Nigeria. The initial LTA shall be for a period of two years with one-year possible extension basing on satisfactory performance of the contractor, need of the work and agreement of both parties (UNICEF & contractor).

3. Scope of work (*this is amendable based on type and quantum of works to be executed*)

UNICEF intends to construct Approximately 2500 sanitation facilities in the three most affected States of Borno, Yobe and Adamawa. The works include all related civil, piping and ancillary works required to operationalize the sanitation facility. Details of the work requirements and specifications are in Annex-A, B, C, D,E,F and I. Most of the construction works are expected to be implemented in Borno state. Taking cognizance of the varying geological formation across all the three states, quotations may vary per depth and location in consideration of the Geographical formation.

Selected contractors are expected to readily mobilize manpower and materials for the commencement of the specified work and all required works to operationalize the sanitation facility in any location within the 3 states (security permitting) based on emerging population needs as will be identified by WASH sector and confirmed by UNICEF. The Contractor shall be responsible for all excavation to the required

depth as specified in the working drawings. All dimensions must be checked on site. All dimensions in the drawings are in millimetres unless noted otherwise and in concurrence with RUWASSA/UNICEF oversight responsibilities.

The Contractor shall complete the works as described in Annex A (pour flush latrines BOQs), B (VIP latrines including handwashing facilities BOQs), C (**WC Toilets latrines BOQs**), D (Emergency latrine and shower BOQs), E (Emergency Household latrine BOQs), F(**individual household foot operated handwashing facilities BOQs**), G (**individual household handwashing facilities BOQs**), H (**institutional/group foot operated handwashing facilities BOQs**) and I(**Institutional/group handwashing (BOQs)**)e Contractor shall comply with the terms, conditions, and technical standards applicable to the relevant construction works as defined by the Government of Nigeria and the provinces of Borno, Adamawa and Yobe, as defined in the Technical Specifications attached to this Contract. In the event that the Technical Specifications are amended by the government or other coordination systems, the contractor may be requested to effect these changes as advised by UNICEF and/or the government.

The Scope of Works includes, but is not be limited to, the following:

- I. Mobilisation and demobilisation of all equipment, materials and manpower required to complete the Works.
- II. Construction of temporary site office and provision of all necessary furniture and other office equipment reasonably required for the completion of the Works. The temporary site office shall include space for the Authorised and Designated Representatives for supervision and inspection purposes.
- III. All necessary temporary works required to provide access to the site, secure storage of materials and to facilitate construction in a safe manner.
- IV. All necessary works, including the supply of materials, to facilitate the construction of sanitation facilities.
- V. Construction of sanitation facilities based on assessment report and using the quoted prices on the BoQ as a guide

4. Expected Deliverables

To construct and hand over the -VIP Latrines with Handwashing Facility to UNICEF within the agreed timeline and ensure that the construction project complies with construction standards, specifications, and design referenced in this term of reference and the attached works requirement documents referenced in Annex 1, 2,3, and 4.

Description of task and deliverables

This project is for the construction of - VIP Latrines with Handwashing Facility in IDP Camps or schools in Borno, Yobe, and Adamawa states. The successful contractors shall be responsible to provide all necessary equipment, materials, and skilled labour for the construction of the new Temporary Learning Spaces and VIP Latrines with Handwashing Facility in the identified IDP Camps or schools

Detailed Description of the Statement of Work

1	1 block of 2,3,4 or 5 compartment permanent pour flush Toilets in schools and Health Centres Specifications & Bill of Quantities
	Annex A: Sanitation facility Design Options (BOQs 1-5) attached along with drawings and technical specifications.
2	1 block of 2,3,4or 5 VIP Toilets including handwashing facilities in schools and Health Centres Specifications & Bill of Quantities
	Annex B: VIP (BOQs. 1-5) is attached along with drawings and technical specifications.
3	1 block of 2,3,4or 5 WC Toilets latrines including handwashing facilities in schools and Health Centres Specifications & Bill of Quantities
	Annex C: VIP (BOQs. 1-5) is attached along with drawings and technical specifications.
4	1 block of (4+2) or (2+1) Emergency latrine and shower Specification, Drawings & Bill of Quantities.
	Annex D: Emergency latrine (BOQ. 1) is attached along with drawings and technical specifications.
5	1 block of Emergency Household latrine Specification, Drawings & Bill of Quantities
	Annex E: Emergency Household latrine (BOQ. 1) is attached along with drawings and technical specifications.
6	Construction of individual household foot operated handwashing facilities Specification, Drawings & Bill of Quantities.
	Annex F: Foot operated handwashing facilities (BOQs. 1) is attached along with drawings and technical specifications
7	Construction of individual household handwashing facilities Specification, Drawings & Bill of Quantities.
	Annex G: individual Householdhand washing facilities (BOQs. 1) is attached along with drawings and technical specifications
8	Construction of institutional/group foot operated handwashing facilities Specification, Drawings & Bill of Quantities.
	Annex H: Institutional/group handwashing foot operated (BOQs. 1) is attached along with drawings and technical specifications
9	Construction of institutional group hand washing facilities Specification, Drawings & Bill of Quantities.
	Annex i: Institutional/group handwashing (BOQs. 1) is attached along with drawings and technical specifications

OFFICIAL TRAVEL INVOLVED: Yes- To UNICEF Project Sites as mentioned above. Contractor to bear all travel costs including COVID -19 costs.

5. Monitoring

UNICEF and its third party shall monitor the overall work closely during the construction works. The monitoring team shall certify the amount of work carried out as per agreed standards. If the required work is carried out without presence of UNICEF monitoring team (consultant or third party), payment will not be processed.

Desired Qualifications, Specialised Knowledge or Experience

Minimum Bidder Requirements / Administrative Documents

The requirements are included herein to detail UNICEF's needs. Bidders are invited to submit proposals in line with these requirements, detailing the technical advantages of their proposal along with a detailed BOQ for the required projects. All documents should be arranged in this order.

- i. Evidence of incorporation with the Corporate Affairs-Commission (CAC).

- ii. Article of memoranda and Association.
- iii. Evidence of registration with United Nations Global Marketplace (UNGM).
- iv. Bidders in grouping and/or joint ventures should provide a grouping letter duly notarized by the notary service.
- v. Copy of current/Valid Tax Clearance Certificate (2020, 2021 & 2022).
- vi. Copy of current National Pension Commission, PENCOM Compliance Certificate (expiring 31st December 2022).
- vii. Copy of current Industrial Training Fund Compliance Certificate (expiring 31st December 2022).
- viii. Copy of current National Social Insurance Trust Fund, NSITF Compliance Certificate (expiring 31st December 2022).
- ix. Copy of Bureau of Public Procurement BPP's Interim Registration Report- IRR (expiring 31st December 2022).
- x. List and Evidence of construction equipment.
- xi. Evidence of Three years duly audited account (2019, 2020 & 2021) with turnovers matching those in the tax clearance certificate.
- xii. Proof of financial capability to carry out the project from a reputable bank
- xiii. Corporate organogram (of the Service Provider and the proposed team who will carry out the work).
- xiv. A sworn affidavit disclosing:
 - That the bidder is neither in receivership nor a subject of insolvency/bankruptcy/winding up proceedings.
 - That none of the bidder's Directors has ever been convicted in any country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.
 - That the bidder has never been blacklisted/debarred in any company
 - That all information presented in the bid is true and correct

CAPABILITY: Each bidder is expected to prove that it possesses the capacity to successfully execute its project of choice. Accordingly, the following (scoring) responsive criteria shall apply:

- xv. Evidence of contracts executed in the last 3 years like the bidder's project of choice. (Letters of award and completion certificates.)
- xvi. Attach a minimum of three references showing the name of the client, contact person, official email address, and phone number
- xvii. **List of members of staff of the company with Curriculum vitae, Academic certificates, and professional registration certificates attached.** Each professional mentioned below must submit a photocopy of his/her current license certificate signed and sealed with a supporting letter stating that he/she will fully participate in the proposed project. Staff must include:
 - a) An Architect must be a full member of the Architects registration council of Nigeria. (ARCON)
 - b) A civil engineer who must be a full member of COREN
 - c) A builder who must be a full member of NIOB
 - d) A quantity surveyor who must be a full member of QSRBN

The Contractor is responsible to carry out a security check on all staff to be employed for these works. The contractor should employ competent personnel/professionals such as a for successful execution of the job.

All personnel working directly or indirectly on this construction must adhere to Child safeguarding policy and Protection from Sexual Exploitation and Abuse policies which states that:

- a) Personnel are Prohibited from engaging a child as a household servant: CF/EXD/2016-006 (Child Safeguarding Policy). Personnel are prohibited from economically exploiting children or engaging them in work that is likely to interfere with their education or otherwise negatively affect their development.
- b) Personnel are Prohibited from sexually exploiting a child, such as by procuring sexual favours from him/her or engaging in acts associated with child sexual abuse.
- c) Personnel are prohibited from deliberately exposing a child to a sexual activity or material, for purposes related to sexual gratification of an adult.

The above policies shall further be explained to the contractors and both the Child safeguarding policy and Protection from Sexual Exploitation and Abuse policies must be signed before commencing the contract and it is compulsory for successful vendor to conduct a dedicated toolbox biweekly meeting on UNICEF's Child safeguarding policy and Protection from Sexual Exploitation and Abuse policies.

Removal of Personnel

The Construction Company shall always maintain discipline at the site and take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst those employed at the site and for the preservation of peace and protection of persons and property.

Security

The Construction Company is responsible to carry out a security check on all staff to be employed for this Construction.

Standards of Conduct

- a) **General.** The Construction Company shall maintain satisfactory standards of employee competency, conduct, safety, cleanliness, appearance and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Construction Company's employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer and UNICEF. UNICEF Nigeria reserves the right to direct the Construction Company to remove an employee from the worksite for failure to comply with the standards of conduct. The Construction Company shall immediately replace such an employee to maintain continuity of services at no additional cost to the UNICEF.
- b) **Neglect of duties shall not be condoned.** This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

- c) **Quiet Work Hours:** Any work that can generate noise such as use of mixing machine to mix concrete, banging and hitting of nails, ramming of the concrete, all works that can make staff to lose concentration should be scheduled to be done outside office working hours i.e. from Mondays to Thursdays 8am to 5pm and on Fridays 8am to 2pm.
- d) **Timeline for the completion of the project.** The timely achievement of the project is of utmost importance for UNICEF. A contractual timeline will be part of the agreement signed with the successful bidder (please refer to the General conditions of contract for further details on the contractual documents). Penalties for delays will be strictly enforced as per the General conditions of contract.
- e) **Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions, or fighting shall not be condoned.** Also, not condoned is participation in disruptive activities which interfere with normal and efficient UNICEF operations.
- f) **Intoxicants and Narcotics.** The Construction Company shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.
- g) **Criminal Actions.** The law will be applied to the Construction Company's employees incurring in criminal actions. Including but not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of UNICEF property, theft, vandalism, or immoral conduct; security violations; unethical or improper use of authority or credentials; and organizing or participating in gambling in any form.

Child Labour: UNICEF has zero tolerance to child labour, and this should not be condoned by the contractor. All workers on site should be at least 18 years old.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

(i.e. timeline, value of services rendered, etc.)

S/N	Activity to be completed	Performance Indicator	Payment
1	Mobilisation and demobilisation of all equipment, materials and manpower required to complete the Works.	All materials and equipment at site	On attainment of 100 % satisfactory substantial completion, 90% of the Final Account – measured works (less liquidated damages) and payment shall be released as per contract terms. In case of any delay in completion a penalty shall be passed per terms of the contract.
		All necessary temporary works required to provide access to the site, secure storage of materials and to facilitate construction in a safe manner.	
		All necessary works, including the supply of materials, to facilitate the construction of sanitation facilities.	
		All Demolition done	
		Temporary site office in place	
2	Construction of temporary site office and provision of all necessary furniture and other office equipment reasonably required for the completion of the Works. The temporary site office shall include space for the Authorised and Designated Representatives for supervision and inspection purposes.	Site Cleared and setting done	
		Site setting approved	
3	Construction of sanitation facilities based on assessment report and using the quoted prices on the BoQ as a guide	Sanitation facilities constructed, assessed, and approved	
		Supplier presentation of invoice together with a fully signed completion report	
4	Defect Monitoring, corrections, repair and maintenance under liability clause (defects of material nature) exception shall be on force majeure, disasters, acts of insurgent or of nurture are excluded).	Defect liability -Zero defects observed during the defect liability period (6 Months from work completion and certification)	10% of contract value released upon final certification of the work and passage of the defect liability phase with all defect corrected.
		Contract Closure	100% of contract value released for contract to be closed.

TOOLS AND EQUIPMENT

The Construction Company shall provide all necessary tools, instruments, and equipment to execute the works. These must be available for the contractor's use during the execution of works. Bidders shall own or have proven access to hire or lease Concrete Mixer, Poker Vibrator, safety equipment for all personal, a first aid box and all necessary hand tools and implements. The contractor shall arrange for transportation and security of all equipment and personnel as necessary for proper completion of the contract.

6. Payment mode

- 6.1. The Price for the Works shall become payable to the contractor after certification of job completion by relevant State RUWASSA and UNICEF supervisor(s). The Works shall be deemed substantially completed when they are delivered in accordance with the Contract Documents and the standards defined by this Contract or when they are effectively used for the purpose for which they are intended.
- 6.2. UNICEF shall inspect the Works at the Site on the date they are substantially completed and issue a certificate of substantial completion (the "Certificate of Substantial Completion"), provided that the Works are satisfactory according to the Contract Documents and the standards defined by this Contract. The Certificate of Substantial Completion shall list all defects that must be remedied by the Contractor prior to a final inspection by UNICEF.
- 6.3. UNICEF shall make payment within thirty (30) days of receipt of the Contractor's invoice, providing that all requirements for payment have been met by the Contractor.

- 6.4. The prices shown in the contract cannot be increased except by express written agreement with UNICEF.
- 6.5. Defect Liability Period: is the period during which the Contractor is responsible for repairing or rectifying defects that may appear in the Works. The period commences upon substantial completion of the Works and runs until the defect period of **6 months lapses**. Retention moneys **10% of the contractual amount** retained as guarantee for the Works shall be return to the contractor by UNICEF upon issuance of the Certificate of Final Completion.

7. Contractor Obligations

The Contractor shall carry out the required works (construction of Sanitation facilities) as per agreed standards. The Contractor shall commence the required work within one week after receiving the work order. In case of failure to commence the awarded work after five days of signing the contract, the contract shall be terminated at no cost, contractor will bear his own incurred liabilities and UNICEF shall engage a new contractor.

8. Limitation of expenditure

No increase in the total liability to UNICEF or in the price of the work resulting from design changes, modifications, or interpretations of the statement of work will be authorised or paid to the contractor unless such changes have been approved by UNICEF through an amendment to this contract prior to incorporation in the work.

9. Locations

The locations of the works shall be specified in each work order by location name and LGAs in Borno, Yobe and Adamawa States – Nigeria.

10. Technical Evaluation

Bidders will submit their Technical Proposal and their Financial Proposal in different envelopes. There will be two stages to the evaluation of the proposals. Proposals which are not considered technically compliant and non-responsive, will not be given further consideration.

All bidders are required to submit enough evidence of the proof of skills/expertise and their capacity and capability to execute the assignment.

Evaluation and Weighting Criteria

Bids shall be evaluated based on technical criteria as detailed in the table overleaf and financial offers. Evaluations shall be weighted as 70% technical + 30% financial = 100% total. The minimum technical score: 70% of 70 points = 49 points. Bids that score below 49 points shall not be considered.

The Technical Evaluation Protocol shall be as follows:

- a. Opening of the bids submitted
- b. Review of Document Submission for completeness and full registration
Upon opening of the bids, Item 1.1, 1.2, and 1.3 from the overall response section must be preliminary examination and must be jointly reviewed soon after opening of bids and must be jointly evaluated by support staff and technical staff. This can also be analysed by support staff with an independent person to allow for fairness in pre-evaluation examination.
- c. Upon prequalification through (b) the above, then technical team can be handed over the bids for further evaluation, the above scores shall be added to the technical scoring.
- d. All technically sound (from (c) above to be recommended for financial proposal opening the non-sound will not be opened.

- e. The Technical plus Preliminary (b)+(c)=Technical Score will be added to the Financial (c) and the best will be with the highest aggregate total and can be selected till to forth position depending on the number of LTAs required.

TECHNICAL EVALUATION CRITERIA

1	OVERALL RESPONSE	Max. Points	Comment
1.1	Completeness of response, Neat and clean packaging of the proposal. General adherence to Terms of Reference and tender requirements and Overall concord between RFP requirements and proposal.	2	The tender package coherent and well presented. All required documents/information as specified in the be attached.
1.2	Company is registered with CAC as construction company not later than 2015, Articles of memorandum Form C02, evidence of registration with UNGM,	7	<ul style="list-style-type: none"> - Administrative compliance including registration with concerned authority(s), current tax clearance certificate; client portfolios with evidence in the form of recommendation letters from clients demonstrating work completed and outcome. - CAC Certificate with registration not later than 2016 – 2pts - Article of memorandum – 3pts - Evidence of registration with UNGM – 2pts
1.3	Financial capacity certified by an Audit Firm	6	Financial capacity including audit account for the past 3 years (endorsed by a chartered accountant). Audited financial accounts for the past 3 years and Copy of Tax Clearance Certificate for 2019, 2020, 2021 - 2 pts each for Audited Account and Tax Clearance for each year
2	IMPLEMENTATION METHODOLOGY		Comment
2.1	Implementation strategy, Quality Control, hygiene, Site Safety, security aspects, Plan for material Provision.	15	<ul style="list-style-type: none"> - Bidders shall indicate the time required for them to mobilize the equipment to the site after receiving job order. - Bidders shall indicate the estimated time needed to complete the works (excavation and earthwork, construction of superstructure, roofing work, doors drainage and plumbing fittings, physically challenged aids and finishing) - Method statement -Understanding of the ToR- 5pts - Quality control plan - 5pts - HSE plan – 2.5pts - Detailed materials supply and distribution plan – 2.5pts
2.2	Detailed Work Plan (Gantt Chart)	5	Gantt Chart – clearly showing project completion within from planning to complete implementation.
3	COMPANY AND KEY PERSONNEL		Comment
3.1	List of Key personnel. Team members proposed for the assignment demonstrate adequate experience in construction and on similar projects	2.5	Organogram of the required team with their specialties.
3.2	Curriculum Vitae of Key Personnel. Academic qualifications, Professional Membership Certificates.	2.5	Attach copies of CVs. Compliance with academic degrees. Evidence of qualification (Certificates) of key staff including engineer/builder etc. attached.
4	CAPACITY OF THE VENDOR		Comment
4.1	List of Similar Projects/Samples of previous work. Company has previously conducted similar work in the last 5years	5	<p>Experience in managing similar work: A minimum of 3-years' relevant work experience Submit verifiable references from previous clients.</p> <p>Share Letter of Award and Completion certificate of at least one project executed in the last three (3) Years up to 2021 – 1pts</p>

			for Letter of Award and Completion certificate submitted for each project.
4.2	Reference Letters from Clients of the Previous projects. The Letter MUST have Clients' contact Information	5	Attach a minimum of two reference letters from previous clients showing the name of the client, contact person, official email address, and phone number – 2.5pts per verified Reference Check.
4.3	Familiarity with the location: Company has previously worked in the project geographical area (North-East states of Nigeria)	10	- Letter of Award and Completion certificate of at least 3 projects executed in the North-East states of Nigeria between 2019 and 2021 to reflect a working knowledge and experience in the geographical area of Borno state. – 2.5pts for each of the Award letters and completion certificate per project.
4.4	List of Equipment (owned or rented) with Evidence of ownership or lease agreement. Equipment such as Pickup truck (1), Concrete Mixer (2), Poker Vibrator (2)	10	<ul style="list-style-type: none"> Bidders shall provide list of the equipment and state whether owned or hired. Evidence of ownership or lease agreement of 1 Pickup Van – 4pts Evidence of ownership or lease agreement of 2 Concrete mixer – 3pts Evidence of ownership or lease agreement of 2 Poker Vibrator – 3pts
	Total Technical Scores	70	
	Pass Score (70% of 70)	49	
	Financial Score	30	
	Total Scores (Technical + Financial)	100	

11. Financial Evaluation

The Financial Proposal shall be evaluated for each item listed in the activity and wholly for each submission. The total number of points allocated for the Financial Proposal is 30. After opening, the financial proposals shall be examined and corrected for any arithmetical errors. Thereafter, the maximum number of points shall be allocated to lowest priced proposals, as corrected for arithmetical errors, and compared among those bidders which obtained the threshold points in the evaluation of the technical proposals. All other priced proposals shall receive points in inverse proportion to the lowest price.

12. Time Frame

The selected Contractor is expected to commence all works under the agreement within 7 days (One week) after signing of contract, and issuance of site hand over form and its acceptance by the contractor. The project implementation must be in any case no later than **3 months to be fully completed** and followed by the period of **three (3) months** liability for any defects because of workmanship or materials supplied by the contractors; and final

13. Quality Control

The Construction Company shall institute an appropriate inspection system including control tables of duties to ensure the predetermined duties are carried out by the staff. Any shortcomings and/or substandard conditions noted in such inspections shall be promptly corrected and improved; any conditions beyond the responsibility of the Construction Company shall be brought to the attention of UNICEF's representative on site for disposition.

It is Mandatory that all materials should conform to the specifications / standards listed in the drawings and BOQ. All materials shall be subjected to quality checks and certified okay by assigned UNICEF construction Engineer before use. Any change in specification must be extensively discussed with UNICEF's construction Engineer.

14. Site Visit

Bidders are advised to contact UNICEF Construction Engineer when planning to visit the project sites. It is advisable to visit the sites, and this should be done prior to completing their bids.

15. Other Clauses: PSEA Language

Consistent with the UN Secretary General's Bulletin related to "Special measures for protection from sexual exploitation and sexual abuse" (ST/SGB/2003/13), entities and individuals entering into cooperative agreements with an agency of the United Nations are obligated to "take preventative measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred." Failure to do so "shall constitute grounds for termination of any cooperative arrangement with the United Nations." The Contractor is expected to have in place explicit policies related to the prevention of sexual exploitation and abuse of beneficiaries, including commitment to the IASC 6 Core Standards (IASC/2002), and the investigation of such cases. Where the contractor does not have enough capacity for the investigation of such cases, it should request the support of UNICEF. Reasonable suspicion of sexual exploitation or abuse of beneficiaries may be reported by any individual to UNICEF if the complainant so prefers.

16. CONDITIONS

- The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. - **The contractor's fee shall be inclusive of all office administrative costs**
- The contractor's fee should be **inclusive of all travel cost** and Covid-19 related expenses
- Please also see UNICEF's Standard Contractual Terms and Conditions attached.

NOTE THE FOLLOWING

All bids (Technical and Financial) are to be submitted electronically via email and should be sent to ngrsupply@unicef.org quoting the LRF number (9175003) in the subject line of the mail.

Deadline for submission of bids is 12 noon of Friday 19th, August 2022.

However, only vendors who express interest in the project before 12 midnight of Friday, 5th August 2022 would be invited for a pre-bid meeting to participate in the bidding process. The pre-bid meeting will hold by 2.30pm of Tuesday 9th August 2022.

To express interest in the project, kindly send an expression of interest mail to tidowu@unicef.org & copy mchareka@unicef.org
Deadline for expression of interest is 12 midnight of Friday, 5th August 2022.