

Closing Date: 16th July 2024, Tuesday- 15:00 Hours Poland Time.

SUBMISSION DEADLINE AND PROPOSAL SUBMISSION PROCESS

The deadline for submission of proposals is as follows: 16th July 2024, Tuesday- 15:00 Hours Poland Time.

Emailed bids must be sent exclusively to: **pol-procurement@unicef.org** in a non-editable format (viz. PDF), clearly marked with the tender number **RFP-2024-9191069** in the subject line and emailed to arrive NO LATER than 16th July 2024, Tuesday- 15:00 Hours Poland Time. No other recipient should be "Cc" or "Bcc" in the e-mail submission.

Bids should **NOT** be sent to the Procurement Officer/Procurement Specialist who signed the RFP or any other UNICEF employee as it will be invalidated. Bidders to ensure that submissions are made well in advance before the closing time. Late bids and those bids which do not comply with the bidding instructions will not be accepted. Bids received in any other manner will be **INVALIDATED**.

Supplier will submit the proposals electronically at pol-procurement@unicef.org in the following manner:

- Technical Proposal file clearly named as:
#Agency Name - Technical Proposal- **RFP-2024-9191069**
- Financial Proposal file clearly RFP-2024-9191069 named as:
#Agency Name - Financial Proposal- **RFP-2024-9191069** and **password protected**
- Bid Form to be signed and sent along with the technical proposal for acceptance of GTCs.

NOTE: THE FINANCIAL PROPOSAL SHOULD BE PASSWORD PROTECTED. PLEASE DO NOT SEND THE PASSWORD WHILE SUBMITTING THE PROPOSAL. SHALL YOUR PROPOSAL PASS TECHNICAL EVALUATION, WE WILL REQUEST THE PASSWORD IN A SEPARATE E-MAIL IN THE DUE TIME. PLEASE DO NOT SHARE THE PASSWORD WITH ANYONE UNLESS AND UNTIL ASKED THROUGH AN OFFICIAL COMMUNICATION BY UNICEF.