

## REQUEST FOR PROPOSAL

LRFP-2016-9128574

07 November 2016

## UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to purchase

### CONSULTANCY SERVICES FOR END PROJECT REVIEW FOR "IMPROVING CHILD NUTRITION IN FOUR COUNTRIES IN SUB-SAHARAN

Sealed Proposals are invited for the provision of services as specified in this Request for Proposal (LRFP).

The Technical proposal to be put in envelop No 1 (MARKED "TECHNICAL PROPOSAL") and Financial Proposal to put in envelop No 2 (MARKED "FINANCIAL PROPOSAL") and then ALL put in one bigger envelope CLEARLY MARKED on the outside with the LRFP Number 9128574 and returned, addressed to: Supply and Procurement Specialist, UNICEF Kenya Country Office, P.O. Box 44145 - 00100, Nairobi, Tel. 254 20 7622571, UN Complex Gigiri, on or before 12.12.2016, 11.00 HRS (East Africa Time). Proposals are to be placed in the bid/tender box located at Block "D" next to Room 107, UN Complex, Gigiri. Bidders out of Nairobi, Kenya may submit their proposals through courier services. See posting details under Special Notes

UNSEALED PROPOSALS, OFFERS WITH CORRECTIONS NOT COUNTERSIGNED OR ANY FINANCIAL PROPOSALS SENT BY FAX OR EMAIL WILL NOT BE ACCEPTED.

In addition a copy of the technical proposal ONLY (not financial proposal) should be sent by e-mail to the following e-mail address: [pegonzalez@unicef.org](mailto:pegonzalez@unicef.org)

- 1) Offers against this Request for Proposal must be made in accordance with the Instructions contained within this Request for Proposal and the attached Form of Offer must be completed and signed by an authorized representative of your company.
- 2) This Request for Proposal is subject to the Specific Instructions/Terms and Conditions and Special Notes and Conditions contained herein.
- 3) Any contract resulting from this Request for Proposal will be governed by UNICEF's General Terms & Conditions and any other Specific Terms & Conditions as detailed within this Request for Proposal.

Proposals are to be addressed only to the Supply Section at the address indicated herein. In all correspondence the proposer must refer to the Request for Proposal number indicated above. Any request for additional information regarding this RFP should be addressed to: [skarmacharya@unicef.org](mailto:skarmacharya@unicef.org). and Cc to: [nmputhia@unicef.org](mailto:nmputhia@unicef.org)

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**THIS REQUEST FOR PROPOSAL HAS BEEN:**

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**Prepared By:**

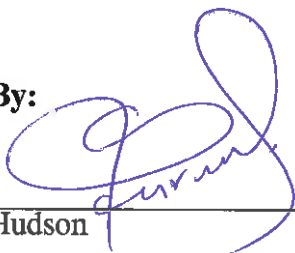


Naomi Mputhia

(To be contacted for additional information, NOT FOR SENDING OFFERS)

Email : [nmputhia@unicef.org](mailto:nmputhia@unicef.org)

**Verified By:**



 Anthony Hudson

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### BID FORM

BID FORM must be completed, signed and returned to UNICEF.  
Bid must be made in accordance with the instructions contained in this INVITATION.

#### TERMS AND CONDITIONS OF CONTRACT

Any Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

#### INFORMATION

Any request for information regarding this INVITATION must be forwarded by fax to the attention of the person who prepared this document, with specific reference to the Invitation number.

The Undersigned, having read the Terms and Conditions of INVITATION No. **LRFP-2016-9128574** set out in the attached document, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Signature:

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Date:

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Name & Title:

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Company:

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Postal Address:

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Tel No:

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Fax No:

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E-mail Address:

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Validity of Offer:

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Currency of Offer:

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Please indicate after having read UNICEF Price & Discount stated in the Specific Terms and Conditions, which of the following Payment Terms are offered by you:

10 Days 3.0% \_\_\_\_\_ 15 Days 2.5% \_\_\_\_\_ 20 Days 2.0% \_\_\_\_\_ 30 Days Net \_\_\_\_\_

Other Trade Discounts \_\_\_\_\_

~~The item contains the following services:~~

| Item No | Item Description | Quantity/Unit | Unit Price | Amount |
|---------|------------------|---------------|------------|--------|
|---------|------------------|---------------|------------|--------|

CONSULTANCY SERVICES FOR END PROJECT REVIEW FOR "IMPROVING CHILD NUTRITION IN FOUR COUNTRIES IN SUB-SAHARAN AFRICA PROJECT" (Burundi, Ethiopia, Rwanda, Mozambique).

**ATTACHMENTS:**

- (i) Annex I - Terms of Reference (TOR) complete with evaluation criteria
- (ii) Annex II - UNICEF general terms and conditions

|    |      |  |
|----|------|--|
| 10 | 1 PU | Consultancy on Improving Child Nutrition |
|----|------|--|

00010 1 Perf. unit

**Incoterms & Delivery Requested**

**Lead Time & Related Charges**

**Packing**

|                                     |               |                |
|-------------------------------------|---------------|----------------|
| Unit : Dimension.....x.....x.....cm | Weight.....kg | Volume.....cbm |
|-------------------------------------|---------------|----------------|

|                                     |               |                |
|-------------------------------------|---------------|----------------|
| Total: Dimension.....x.....x.....cm | Weight.....kg | Volume.....cbm |
|-------------------------------------|---------------|----------------|

## **SPECIFIC TERMS AND CONDITIONS**

### **GENERAL PROVISIONS**

#### **1.0 GENERAL SERVICES ADMINISTRATION (GSA) FOR USA VENDORS ONLY**

The attached UNICEF General Terms and Conditions for Institutional/Corporate Contracts shall have precedence.

#### **2.0 CONTRACTUAL ARRANGEMENTS WITH UNITED NATIONS AND/OR AGENCIES**

2.1 UNICEF is entitled to receive the same pricing offered in contracts with the United Nations and/or its Agencies. The attached UNICEF General Terms and Conditions for Institutional/Corporate Contracts shall have precedence.

#### **3.0 MOST FAVOURED CUSTOMER PRICE/RATE CERTIFICATION**

3.1 By submitting an offer the proposers certify that UNICEF, for Contracts resulting from this Request for Proposal for Services, is not being charged more than other clients for similar services and similar quantities and within similar circumstances.

#### **4.0 LIQUIDATED DAMAGES**

4.1 For late delivery of services which do not meet UNICEF's specifications/requirements and are therefore rejected by UNICEF, UNICEF shall be entitled to claim liquidated damages from the successful proposer, and deduct 0.5% of the value of the items/services pursuant to a Institutional/Corporate Contract, per additional day of delay, up to a maximum of 10% of the value of the Institutional/Corporate Contract. The payment or deduction of such liquidated damages shall not relieve the successful proposer from any of its other obligations or liabilities pursuant to any Institutional/Corporate Contract.

#### **5.0 ORDER OF PRECEDENCE**

5.1 The UNICEF General Terms and Conditions for Institutional/Corporate Contracts to this LRFP shall apply to any resulting Corporate Contracts. In the case of any inconsistencies, the following order of precedence shall prevail:

- (a) UNICEF General Terms and Conditions for Institutional/Corporate Contracts;
- (b) Corporate Contract.

#### **6.0 UNETHICAL BEHAVIOUR**

6.1 UNICEF strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNICEF suppliers / contractors. Accordingly, any registered company that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with UNICEF.

#### **7.0 CORRUPT AND FRAUDULENT PRACTICES**

7.1 UNICEF requires that all suppliers / contractors associated with this Institutional/Corporate Contract observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

- (a) Defines for the purpose of this provision the terms set forth as follows:

(i) 'corrupt practice' means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in the execution of a contract, and

(ii) 'fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among proposers (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

(b) Will reject a proposal for award if it determines that the selected supplier / contractor has engaged in any corrupt or fraudulent practices in competing for the contract in question;

(c) Will declare a supplier / contractor ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

## 8.0 GUIDELINES ON GIFTS AND HOSPITALITY

8.1 Suppliers / contractors shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

## 9.0 POST-EMPLOYMENT RESTRICTIONS

9.1 The United Nations (UN) has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15.

9.2 For a period of one year following separation from service, former staff members who have participated in the procurement process for the UN before separation of the service are prohibited from seeking or accepting employment with, or otherwise accepting any form of compensation or financial benefit from, any UN contractor or vendor of goods and services, regardless of location, which conducts business with the UN or seeks to do so and with whom such staff members have been personally involved in the procurement process during the last three years of service with the UN.

9.3 For a period of two years following separation from service, former staff members who have participated in the procurement process for the UN before separation of the service are prohibited from knowingly communicating with, or appearing before, any staff member or unit of the UN on behalf of any third party on any particular matters that were under their official responsibility relating to the procurement process during the last three years of their service with the UN.

9.4 The United Nations respectfully requests all contractors and vendors to adhere to these regulations. Any UN contractor or vendor who offers employment, hires or otherwise compensates staff members in violation of the provisions of the bulletin may be subject to having its registration as a qualified vendor with the UN barred, suspended or terminated, in accordance with UN procurement policies and procedures.

## 10.0 DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION

10.1 Only suppliers found to be responsible or conditionally responsible are eligible to be

awarded UNICEF contracts and/or to bid on UNICEF solicitations. To be deemed a responsible supplier with whom UNICEF will conduct business, a supplier should not be suspended, debarred, or otherwise identified as ineligible by any organization within the World Bank Group or any other International or UN Organization. Suppliers are therefore required to disclose to UNICEF whether they are subject to any sanction or temporary suspension imposed by the World Bank Group or any other International or UN Organization.

### SPECIAL NOTES

Find below the timeline breakdown on the response of the RFP. (5 WEEKS)

1. 8th November 2016 RFP issued out on
2. 8th November 2016 to 18th November 2016, (Inquiry Period-2wks)--Review the RFP, and send questions to UNICEF in case of any clarification needed on the Terms of reference (TOR)

Questions should be sent to the following email address.  
skarmacharya@unicef.org and copied to nmputhia@unicef.org

3. 21st November 2016 to 25th November 2016, (Respond period- 1wk)- Respond to the questions asked

- 4 12th December 2016- Deadline for Submission to UNICEF the final PROPOSAL

#### Please Note

The complete proposal should be submitted in hard copy in two separate envelopes; one for technical proposal and the other for financial proposal. Then the two envelopes should be put in one bigger envelope clearly marked on the outside with the LRFP number. 9128574.

In addition a copy of the technical proposal ONLY (not financial proposal) should be submitted to the following address by 12th December 2016.  
pegonzalez@unicef.org

#### MODE OF SUBMISSION FOR THE HARD COPIES:

Proposals should be HAND DELIVERED to the location stipulated on Page 1 of this bidding document.

Bidders residing out of Nairobi, Kenya may send their proposals by Courier services to the below address. Proposals sent by courier should reach UNICEF offices before the closing date of this bid which is 12th December 2016 at 11.00 Hrs (East Africa Time)

UNICEF KENYA COUNTRY OFFICE  
BLOCK D, ROOM 107  
P O BOX 44145 - 00100  
UN GIGIRI COMPLEX  
UN AVENUE  
NAIROBI, KENYA  
TEL: +245 20 7622216