

REQUEST FOR PROPOSAL

LRFP-2018-9145783

24 December 2018

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to purchase

**CHILD FRIENDLY School furniture for Gambella and Benshangul Gumuz.
DUE DATE: 30 JANUARY, 2019 AT 10:00 LOCAL TIME**

Sealed offers shall be submitted to UNICEF bid box located at 2nd floor east wing.

IMPORTANT - ESSENTIAL INFORMATION

The reference LRFP-2018-9145783 must be shown on the envelop

Bid form and schedule(s) must be used when replying to this invitation.

Bids received after the stipulated date and time will be invalidated

It is important that you read all the provisions of the bid, to ensure that you understand UNICEF's requirements and can submit an offer in compliance with them. Note that failure to provide compliant offers may result in invalidation of your bid

THE PROPOSALS SHALL BE QUOTED IN LOCAL CURRENCY (ETB)

The following annexes are attached to the bid for your consideration.

1. List of locations of schools
2. Financial proposal template to be used for quotation.
3. Terms of Reference.
4. Specific terms and conditions
5. Draws of furniture to be quoted and produced



THIS REQUEST FOR PROPOSAL HAS BEEN:

Prepared By:

Yideneku Tilahun

(To be contacted for additional information, NOT FOR SENDING OFFERS)
Email : ytilahun@unicef.org

Verified By:

Sirguta Mulatu



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 email 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-2018-9145783** set out in the attached document, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Validity of Offer: _____

Currency of Offer: _____

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 _____

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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SCHEDULE NO: 1 FURNITURE

00020 U381000 200 each

Metal framed receptor scheme combined student desk double seat bench and assembling service at Gambella region/Itang woreda national primary school #Makod Primary#

- Transportation cost of 200 desks to above region

00030 U381000 200 each

Metal framed receptor scheme combined student desk with double seat bench and assembling service at Gambella region/Itang woreda Kule refugee primary school

- Transportation cost of 200 desks to above region

00040 U381000 200 each

Metal framed receptor scheme combined student desk with double seat bench and assembling service at Beneshangul-Gumuz region/Homesha woreda national primary school #Aromela Primary#

- Transportation cost of 200 desks to above region

00050 U381000 200 each

Metal framed receptor scheme combined student desk with double seat bench and assembling service at

Beneshangul-Gumuz region/Homesha woreda #Tsore refugee primary school

- Transportation cost of 200 desks to above region

00060 U381000 8 each

Maintenance tool kit, standard size

Refer to the specifications and the draws attached to the bid

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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Incoterms & Delivery Requested
Packing

Lead Time & Related Charges

Unit : Dimension.....x.....x.....cm

Weight.....kg

Volume.....cbm

Total: Dimension.....x.....x.....cm

Weight.....kg

Volume.....cbm

SPECIFIC TERMS AND CONDITIONS

PART I - PURPOSE OF THIS REQUEST FOR PROPOSAL

1. Background

1.1 UNICEF promotes the rights and wellbeing of every child, in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

Introduction

School furniture is an essential supply component of Education and Child Survival. Studies show a direct connection between comfortable school furniture and increased learning and development of children in classrooms. Globally UNICEF supplies furniture, particularly in Africa and Asia (figures from a five year period show procurement worth over 46 million USD) yet UNICEF does not have generic designs specifications or centralized guidelines on how to manage the procurement process of school furniture. Supply Division in collaboration with PD education and selected Country Offices undertook the task to bridge the gap between technical knowledge of furniture design and local production by developing local procurement guidelines and child friendly school furniture designs.

Among the issues and challenges reported informally by different Country Offices, the most notable are: lack of specifications, lack of child friendly designs, difficulties of transportation and supply, producing furniture using materials of appropriate quality and origin, and lack of durability.

UNICEF Supply Division has therefore developed two documents to assist country offices in managing the procurement of school furniture: 1) local procurement guidelines that covers all aspects of furniture planning such as design, production, delivery and maintenance and 2) Technical design drawings for developing locally built, flat-packable and child friendly school furniture designs.

The following document highlights the various ways in which UNICEF Supply Division can support Country Offices wishing to utilize the procurement guidelines to procure child-friendly school furniture.

Benefits of the child-friendly school furniture:

Facilitate learning and teaching: Improved comfort level of children sitting in classrooms for extended periods of time will facilitate better learning. Similarly teaching methods can be facilitated with the new easy to move, light weight modular furniture that is designed to give teachers better access to each and every student in the classroom.

Efficiency: The new designs will allow efficient use of raw materials in a low resource setting that has a positive impact on environment and promote appropriate use of scarce resources. It also translates into spreading the limited funding on larger number of students for achieving

equity objectives.

Sustainable growth: Local production of furniture will help build local capacity of manufacturers and reduce reliance on importing ready made goods. While boasting local economy, local production makes maintenance a lot easier and lengthening the life span of furniture.

Transport: Flat packed furniture can be easily transported, handled and assembled resulting in huge saving in transport cost, low carbon emission and reduced incidents of damage during transit.

2. Solicitation

2.1 UNICEF wishes to procure items in the quantities and with the specifications outlined in the schedules contained in this Solicitation Document.

2.2 This Solicitation Document is comprised of the following:

- This document

- The UNICEF General Terms and Conditions of Contract (Goods) which are attached as Annex

B) to this document is Terms and conditions

Annex C) Drawing attached

Annex D) Terms of reference attached

2.3 This Solicitation Document is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Proposer and UNICEF and nothing in or in connection with this Solicitation Document shall give rise to any liability on the part of UNICEF unless and until a Purchase Order is signed by UNICEF and the successful Proposer.

PART II - PROPOSAL SUBMISSION PROCESS

1. Proposal Submission Schedule

1.1 Acknowledgement of receipt of Solicitation Document.

Proposers are requested to inform UNICEF as soon as possible by EMAIL:supplyaddisababa@unicef.org that they have received this Solicitation Document.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE-NAMED INDIVIDUAL WILL BE DISQUALIFIED.

1.2 Questions from Proposers.

Proposers are required to submit any questions in respect of this Solicitation Document to an email supplyaddisababa@unicef.org. The deadline for receipt of any questions is 23 January, 2019 at 10:30AM local time.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE-NAMED INDIVIDUAL WILL BE DISQUALIFIED.

Proposers are required to keep all questions as clear and concise as possible.

Proposers are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the Solicitation Document, providing full details. Proposers will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Proposers and/or post these on the UNICEF website and/or respond to the question at a bid conference. After any such bid conference, a Questions and Answers document may be prepared and posted on the UNICEF website.

1.3 Amendments to Solicitation Document. At any time prior to the Submission Deadline, UNICEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the Solicitation Document by amendment. If the Solicitation Document was available publicly online, amendments will also be posted publicly online. Further, all prospective Proposers that have received the Solicitation Document directly from UNICEF will be notified in writing of all amendments to the Solicitation Document. In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

1.4 Bid conference. A bid conference will be held on 15 January 2019 at 10:30AM local time at UNICEF office, Zambezi Building, 2nd Floor East Wing. Email should be sent to supplyaddisababa@unicef.org to attend the bid opening.

1.5 Sample. one Sample is required for this solicitation process and must be sent to UNICEF at UNICEF ICC Warehouse around Lancia. The deadline for submission of samples is 30 January, 2018 at 10:00AM local time.

1.6 Submission Deadline. The deadline for submission of Proposals is as follows:

30 January 2019 at 10:00AM local time.

Any Proposals received by UNICEF after the Submission Deadline will be rejected.

1.7 Proposal opening. Proposals will be publicly opened at 10:30AM on 30 January 2019 at UNICEF office, Zambezi building, 2nd floor.

2. Language

2.1 The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and UNICEF, will be written in English. Supporting documents and printed literature furnished by the Proposer may be in another language provided that they are accompanied by an appropriate translation in English. When interpreting the Proposal, the translated version of these supporting documents and printed literature will prevail over the original version of these documents. The sole responsibility for translation,