



United Nations Children's Fund
UNICEF- Ethiopia
P.O. Box 1169
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ADDIS ABABA
Ethiopia

Telephone
Facsimile
Email
<http://www.unicef.org/ethiopia>

INVITATION TO BID

LITB-2019-9147816

05 April 2019

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to purchase

**Procurement of Desk top computers and Printers.
Due date:24.04.2019 at 10:00AM (EAST AFRICAN TIME ZONE)**

THIS INVITATION TO BID HAS BEEN:

Prepared By:



Ayele Wolde

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

Email : awolde@unicef.org

Verified By:



Sisay Teferi

April, 02, 2018

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. **LITB-2019-9147816** 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
SCHEDULE NO: 1 CP&SPESI				
00010	SL001075	225 each		
	Desk Top computer , with latest Version windows and fast internet net work card, flat screen 19"; cor i3, 4GB RAM AND 500GB HARD DISK			
00020	SL003247	220 each		
	Printer, laser jet, HP 402 DNE OR Equivalent model			

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

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.

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 A to this document

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 Bidder 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 Bidder.

Illegibility criterion:

1. More than Three years' experience in the same business area
2. Annual turn over should be more that US\$200,000
3. Renewed trade license
4. VAT registration certificate

PART II - BID SUBMISSION PROCESS

1. For Offshore Bid Submissions

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2. For Local Bid Submissions

Bidders are expected to put their proposals in the bid box located at UNICEF office reception desk, UNECA Compound, Zambezi Building, 2nd Floor, East wing and get registered with the receptionist.

The UNECA security rules requires 36 hours #advance notice# to be given by visitor, therefore please notify the Supply Section by email: awolde@unicef.org and supplyaddisababa@unicef.org providing the full name of the person who will be submitting the bid and the proposed date of arrival. Please ensure that the person coming has a valid Identification card .

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL WHO SENT OUT THE BID DOCUMENT # THE SUPPLIER WILL BE SUBJECTED TO AUTOMATIC DISQUALIFICATION, IF THEY DO SO.

1. Bid Submission Schedule

1.1 Acknowledgement of receipt of Solicitation Document.

Bidders are requested to inform UNICEF as soon as possible by [EMAIL/LETTER] to supplyaddisababa@unicef.org that they have received this Solicitation Document.

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

1.2 Questions from Bidders.

Bidders are required to submit any questions in respect of this Solicitation Document by [EMAIL/LETTER] to supplyaddisababa@unicef.org. The deadline for receipt of any questions is 20.04.2019.

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

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

Bidders 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. Bidders 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 Bidders 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 Bidder, modify the Solicitation Document by amendment. If the Solicitation Document was available publicly online, amendments will also be posted publicly online. Further, all prospective Bidders 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 Bidders reasonable time in which to take the amendment into account in preparing their Bids, UNICEF may, at its sole discretion, extend the Submission Deadline.

[1.4 Bid conference. There will not be any bid conference.

[[1.4/1.5] Samples. Bid should be accompanied with detailed Technical specifications.

[1.4/1.5/1.6] Submission Deadline. The deadline for submission of Bids is as follows:
22.04.2019 at 10:00AM

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

[1.5/1.6/1.7] Bid opening. Bids will be publicly opened at 22.04.2019 AT 10:30AM AT UNECA COMPOUND, ZAMBEZI BULDIING 2ND FLOOR.