



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

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

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**INVITATION TO BID**

**LITB-2019-9148341**

**23 April 2019**

**UNITED NATIONS CHILDREN'S FUND (UNICEF)**

Wishes to purchase

**Establishing Long Time Arrangement for the procurement of different items.**

**Due date: 08.05.2019 10:00AM (East African Time Zone)**

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**THIS INVITATION TO BID HAS BEEN:**

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**Prepared By:**

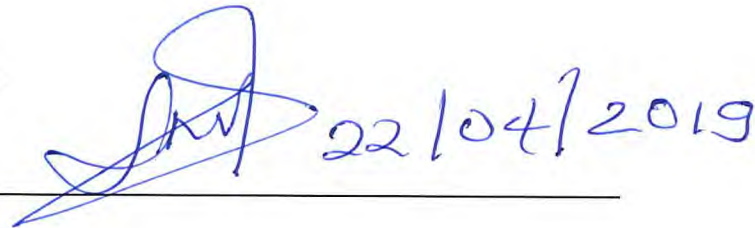


Ayele Wolde

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

Email : awolde@unicef.org

**Verified By:**



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Sisay Teferi

**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-2019-9148341** 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
<b>SCHEDULE NO: 1 NUT-FMOH</b>				
00010	SL003025 BOWL, 0.5Ltr, plastic, high quality graduated	163800	each	
00040	SL003582 LAMP, TORCH, manual recharge, small model	1638	each	
00050	SL003582 LAMP, TORCH, manual recharge, large model	1638	each	
00060	SL000329 BOWL, WASHING-UP, 10 litres, plastic	2736	each	
00070	SL002003 Carton 5 ply , high quality,95x70x65CM for kit packing + PACKING TAPE	1638	each	
00080	SL002988 CUP,30 ml, plastic, for medicines, Graduated	1638	each	
00090	SL003730 WHISK, stainless steel, 78 cm	4914	each	

**Incoterms & Delivery Requested**

**Lead Time & Related Charges**

Item No	Item Description	Quantity/Unit	Unit Price	Amount
<b>Packing</b>				
Unit :	Dimension.....x.....x.....cm	Weight.....kg	Volume.....cbm	
Total:	Dimension.....x.....x.....cm	Weight.....kg	Volume.....cbm	

## SPECIFIC TERMS AND CONDITIONS

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; Long term arrangement

2.1 UNICEF wishes to enter into (a) non-exclusive Long Term Arrangement(s) ("LTA-G") for the procurement of the items with the specifications outlined in the schedules contained in this Solicitation Document, as required from time to time during the term of the LTA-G. It will be a provision of such Arrangement(s), that UNICEF will not be committed to purchase any minimum quantity of these items. UNICEF shall not be liable for any cost in the event that no purchases are made under any resulting LTA-G(s).

2.2 Purchases will be made against Purchase Orders to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA-G(s). Actual quantities to be purchased will vary from Purchase Order to Purchase Order.

2.3 Any quantities outlined in this Solicitation Document, are an estimated forecast of the total requirement for the duration of the LTA-G or, if so specified, an estimated forecast for the annual requirement. Any estimates are provided in good faith and shall not in any way be deemed to be a commitment on the part of UNICEF regarding any quantity for future purchases.

[2.4 Other United Nations Agencies, Funds and Programmes shall be entitled to place orders under the prices and terms of the LTA-G. Orders placed by other United Nations entities constitute a contractual agreement between the supplier and the ordering United Nations entity. UNICEF will not be a contractual party to these orders and has therefore no obligations or liabilities for orders not issued by UNICEF.]

[2.4/2.5] 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

[2.5/2.6] 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 restitution 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 an LTA-G and linked Purchase Order is signed by UNICEF and the successful Bidder.

### 3. Term

3.1 The proposed LTA-G shall be valid for an initial period of 12 months, with a possible renewal for an additional period of 12 months.

## PART II - BID SUBMISSION PROCESS

### 1. Bid Submission Schedule

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: [supplyaddisababa@unicef.org](mailto: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 STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED**

#### 1.1 Questions from Bidders.

Bidders are required to submit any questions in respect of this Solicitation Document by EMAIL to [supplyaddisababa@unicef.org](mailto:supplyaddisababa@unicef.org). The deadline for receipt of any questions is 03/05/2019 before COB.

While sending your request for clarification, please ensure that you specify the ITB number in the subject email, provide the name of the company, contact person, email and mobile number. Bid clarification will be posted on the same websites mentioned above to all bidders.

**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 pre-bidding conference against this bid.

1.5 Samples. One sample from each item is required (It should be provided as a kit in a carton).

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

05/05/2019; 10:00AM;