



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

Telephone  
Facsimile  
Email

---

**REQUEST FOR PROPOSAL FOR SERVICES**

**LRPS-2020-9161997**

**06 October 2020**

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

**Wishes to invite you to submit a proposal for**

XXXXXXXXX FAX/LETTER NOT SPECIFIED IN 'PREPARE ITB (ZMRQ)' XXXXXXXXXXXX

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

**REQUEST FOR PROPOSAL FOR SERVICES FORM**

This FORM must be completed, signed and returned to UNICEF.  
Proposal must be made in accordance with the instructions contained in this Request for Proposal for Services (RFPS).

**TERMS AND CONDITIONS OF CONTRACT**

Any Contract resulting from this RFPS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this RFPS.

**INFORMATION**

Any request for information regarding this RFPS must be forwarded by email to the person who prepared this document, with specific reference to the RFPS number.

The Undersigned, having read the Terms and Conditions of RFPS No. **LRPS-2020-9161997** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Currency of Proposal: \_\_\_\_\_

Validity of Proposal: \_\_\_\_\_

Please indicate 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 \_\_\_\_\_

---

Item	Service Description	Quantity	Unit	Unit Price	Price
10	<b>Periodic and breakdown service, repair a</b>				
	Periodic and breakdown service, repair a	1	PU		



## SPECIAL NOTES

### PART I - PURPOSE OF THIS REQUEST FOR PROPOSALS FOR SERVICES

#### 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; Long Term Arrangement

2.1 The purpose of this Request for Proposals for Services ("RFPS") is to invite proposals for Periodic and breakdown service, repair and maintenance of pumps, generators and associated electric and mechanical equipment for UNICEF assisted water supply and sanitation projects (as fully detailed in the Terms of Reference/Statement of Work attached at Annex B

2.2 UNICEF wishes to enter into (a) non-exclusive Long-Term Arrangement(s) for Services (LTA-S) for the procurement of the services detailed in the RFPS and required from time to time during the term of the LTA-S. It will be a provision of such LTA-S(s), that UNICEF will not be committed to purchase any minimum quantity of these services. UNICEF shall not be liable for any cost in the event that no purchases are made under any resulting LTA-S.

2.3 Purchases will be made against contracts to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA-S(s). Actual quantities to be purchased will vary from contract to contract.

2.4 Other United Nations Agencies, Funds and Programmes shall be entitled to place contracts under the prices and terms of the LTA-S. Contracts 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 contracts and has therefore no obligations or liabilities for contracts not issued by UNICEF.

2.5 This RFPS document is comprised of the following:

- This document
- General Terms and Conditions Annex A
- The Full Terms of Reference attached at Annex B
- Technical proposal forms Annex C
- Form 1: Technical Proposal Submission
- Form 2: Technical Proposal Letter
- Form 3: Potential Bidder#s General Information
- Form 4: Potential Bidder#s Contact Details
- Form 5: List of Completed Similar Services Undertaken the Last 5 Years (including completion certificates or client#s references)
- Form 6: List of Similar Services in Hand
- Form 7: List of Proposed Key Personnel
- Form 8: CV of the Proposed Team
- Form 9: List of Office Equipment, Engineering Instruments and Design Software
- Form 10: Potential Bidder#s Financial Information/ Adequacy of Working Capital
- Form 11: List of Current Litigations
- Technical Evaluation Criteria Annex D



- Financial proposal format Annex E

2.6 This RFPS 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 RFPS shall give rise to any liability on the part of UNICEF unless and until an LTA-S and linked contract is signed by UNICEF and the successful Proposer.

### 3. Term

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

## PART II - PROPOSAL SUBMISSION PROCESS

### 1. Proposal Submission Schedule

1.1 Acknowledgement of receipt of RFPS. Proposers are requested to inform UNICEF as soon as possible by email to [supplyaddisababa@unicef.org](mailto:supplyaddisababa@unicef.org) that they have received this RFPS.

**IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL WITHIN UNICEF - ANY PROPOSALS SENT TO ANY INDIVIDUAL WITHIN UNICEF WILL BE DISQUALIFIED.**

1.2 Questions from Proposers. Proposers are required to submit any questions in respect of this RFPS by email to [supplyaddisababa@unicef.org](mailto:supplyaddisababa@unicef.org).

The deadline for receipt of any questions is 30 October 2020.

**IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL WITHIN UNICEF - ANY PROPOSALS SENT TO ANY INDIVIDUAL WITHIN UNICEF 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 RFPS, 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 RFPS Documents. 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 RFPS documents by amendment. If the RFPS was available publicly online, amendments will also be posted publicly online. Further, all prospective Proposers that have received the RFPS documents directly from UNICEF will be notified in writing of all amendments to the RFPS documents. 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 not be applicable for this bid.