

UNICEF

REQUEST FOR PROPOSAL FOR CONTRACT TO CONDUCT COMPREHENSIVE MARKET SURVEY AND DEVELOPMENT OF SUPPLIERS' DATABASE AS PER ATTACHED TOR.

Reference: 9193600

Beneficiary countries: Nigeria

Registration level: Basic

Deadline on: 06-Nov-2024 12:30 (GMT 1.00)

Description

Request for proposal for Contract to Conduct Comprehensive Market Survey and Development of Suppliers' Database as per attached ToR.

Proposals SHOULD BE SENT TO:

UNICEF Nigeria official electronic bid box at below email address:

ngrsupply@unicef.org

Attention: Supply and Logistics Section

IMPORTANT ESSENTIAL INFORMATION

The reference LRPS.9193600

MUST be shown on the subject line of your proposal.

For monitoring bid distribution and response, invitees who do not intend to participate in the bid are kindly requested to reply to the invitation email expressing their unwillingness.

THE LRPS FORM MUST BE USED WHEN REPLYING TO THIS INVITATION. FAILURE TO SUBMIT YOUR OFFER IN THE ATTACHED ITB FORM, OR FAILURE TO COMPLETE THE DETAILS AS REQUESTED, WILL RESULT IN INVALIDATION.

Proposals MUST be received by latest by 12:30 hours Nigeria local time on 06.11.2024.

Proposals received after the stipulated date and time will be invalidated.

Two separate proposals should be sent in two separate e-mails, one for the Technical proposal and the other for Financial proposal.

Vendors are encouraged to send their e-mail Bid at least 24 hours before the designated closing time to avoid any potential delay in the submission and hence, consequent rejection.

Please note that your emails should not exceed 15 MB. You can submit more than one email, but please label each email correctly (1 of 5. 2 of 5 # etc.)

SPECIAL NOTES

The deadline for submission of this RFP is 12:30PM (Abuja time), on 6th November 2024. Proposals shall be submitted to ngrsupply@unicef.org only; with RFP number_9193600 quoted in your forwarding email.

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

(2.1) The purpose of this Request for Proposals for Services ("RFPS") is to invite proposals for Contract to Conduct Comprehensive Market Survey and Development of Suppliers' Database as fully detailed in the attached Terms of Reference (ToR).

(2.2) This RFPS document is comprised of the following:

- This document
- The UNICEF General Terms and Conditions of Contract (Services) which are attached as Annex A to this document
- [The full Terms of Reference attached at Annex B]

(2.3) 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 a contract is signed by UNICEF and the successful Proposer.

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 Stanley Omobude | Philip Sule | Benjamin

Idoko Makolo | Diana Chikuwa
at somobude@unicef.org | psule@unicef.org | bmakolo@unicef.org | dchikuwa@unicef.org that they have received this RFPS.

All proposals shall be submitted to ngrsupply@unicef.org

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 RFPS by EMAIL to Stanley Omobude / Philip Sule / Benjamin Idoko Makolo /Diana Chikuwa
at somobude@unicef.org / psule@unicef.org / bmakolo@unicef.org / dchikuwa@unicef.org. The deadline for receipt of any questions is **30 October, 2024, 12.30pm (Abuja 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 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.

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