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**REQUEST FOR PROPOSAL**

**LRFP-2023-9181273**

**01 March 2023**

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

Wishes to purchase

**ARCHITECTURAL FIRM FOR DESIGN AND CONSTRUCTION SUPERVISION  
OF VACCINE STORES IN THE 9 DISTRICTS OF LESOTHO**

**CLOSING DATE: END OF DAY\_13 APRIL, 2023**

**THIS REQUEST FOR PROPOSAL HAS BEEN:**

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**Prepared By:**

Mpewi Semoli

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

Email : msemoli@unicef.org

**Verified By:**



02/03/2023

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Makatleho Rantso

## 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-2023- 9181273** 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 38550798**

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## 1. BACKGROUND AND JUSTIFICATION

The Effective Vaccine Management Assessment (EVMA) conducted in 2018 highlighted good infrastructure across all the three levels of supply chain: National, District and Health facility. The scores for Criterion 8 of the EVMA "Buildings, equipment and transport" attained were 80%, 89% and 83% respectively. Although the national performance was commendable, there were 6 of the 10 districts that presented challenges related to infrastructure, including: Maseru, Molepolole, Maseru, Maseru, Maseru, Maseru, Thaba-Tseka, Quthing and Mafeteng. Maseru district serves the largest population in the country with the highest number of public and private health facilities. Based on the cold chain capacity requirements for Maseru, there is a dire need for proper with a walk-in room. The other five districts are in the highlands where there are challenges such as snow in winter leading to power cuts and making the districts vaccine store inaccessible by road.

The scores were based on availability of adequate space for storage of equipment and supplies, offices space for the store manager, availability of generators etc. This situation has become even more challenging due to the COVID-19 vaccination rollout, augmenting the need for additional space. While the Government of Lesotho is currently constructing the Maseru District Vaccine Store (DVS), there remains an urgent need to construct or rehabilitate the other nine district vaccine stores to ensure adequate supplies and vaccines are safely stored to respond to emerging needs brought about by the COVID-19 vaccination rollout in addition to routine immunization.

UNICEF Lesotho is currently planning to implement rehabilitation/construction project of nine DVS in coordination with the Ministry of Health Expanded Programme of Immunization (EPI) and Estate Department teams, as well as District Health Management Teams (DHMT). Therefore, UNICEF requires expertise of national Architectural Firm to design and provide construction supervision activities.

Functional vaccine stores will ensure that adequate supplies and vaccines are safely stored to respond to emerging needs brought about by the COVID-19 vaccination rollout in addition to routine immunization. To that aim, UNICEF Lesotho will construct Vaccine Stores in the 9 districts of Lesotho except for Maseru, as detailed in a Scope of the Work in the next section. The objective of these Terms of Reference is to guide a bidding exercise to identify suitable architectural firm for the procurement of engineering services required for this construction project.

## 2. SCOPE OF SERVICES

2.1 The scope of engineering services is divided in 2 packages: Package 1 includes site assessment, design and technical documents and technical support to procurement of Contractors; and Package 2 includes quality assurance and site supervision as well as project close-out. Each package is described in detail in Section 2.11 Expected Deliverables.

2.2 Design Vaccine Stores in terms of the latest World Health Organization standards available at H:\DIPs\English\Dip-715\2-ct-71 (who.int) . The Architectural Firm shall ensure to design a prototype vaccine store that will be suitable for all the different sites. The typical Vaccine store shall comprise of an office, kitchenette, ablution facilities for males and females, cold chain storage room, a water basin for filling up ice packs, dry storage room and a filing room.

2.3 Where site conditions do not suite the proposed prototype shape, the Architectural Firm shall

Item No	Item Description	Quantity/Unit	Unit Price	Amount
	propose an alternative design configuration that will still be able to accommodate all aspects of amenities as explained in 2.2 above.			
	2.4 Under the overall supervision of the UNICEF Immunization Specialist, the Architectural Firm shall support the Construction Specialist together with Ministry of Health's Estate Department in compiling Tender Documents, attending pre-bid site inspections, answering technical questions at pre-bid meetings and during clarifications, evaluation of Tenders and preparation of Contract award on behalf of UNICEF.			
	2.5 During construction, the Architectural Firm shall be available on site to supervise the contractors to ensure that the Vaccine Stores are built as per the design drawings, to the same specifications as stipulated in the Contract and the required quality.			
	2.6 The Architectural Firm shall attend progress meetings and address any technical queries related to architectural design challenges.			
	2.7 At Project completion, the Architectural Firm shall produce As-built drawings and submit to MoH Estates Department through the Construction Specialist.			
	2.8 Goal and Objective: The purpose of this assignment is to provide technical support to the UNICEF for design of Vaccine Stores which will be built on behalf of District Health Management Team (DHMT) of the Ministry of Health (MoH). The objective is to build new vaccine stores where non-exists (Thaba Tseka, Mahales#Hoek, Quthing and Qacha#sNek) and to improve capacity on the existing ones (Berea, Leribe, Butha Buthe, Mokhotlong and Mafeteng). The goal is to increase storage space so that there is adequate space for vaccines during immunization campaigns and storage of Covid-19 vaccines.			
	2.9 Annual Work-Plan areas covered by ToR: The assignment for the consultancy will contribute to the achievement of CSD Outputs 1.1: By 2023, the capacity of the Ministry of Health and the cadre of health workers is improved to deliver quality integrated maternal, newborn and child health (MNCH) and HIV services			
	<b>3. ACTIVITIES / DELIVERABLES / TIMELINES / PAYMENT</b>			
	Activity 1: Site Assessment Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation. Deliverable: Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations. Timeline: 1 month Payment: 10%			
	Activity 2: Design and Technical Documents Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation. Deliverable: • Detailed Design Report • Bills of Quantities • Tender Document Timeline: 1 month Payment: 15%			
	Activity 3: Technical Support to Procurement			

Item No	Item Description	Quantity/Unit	Unit Price	Amount
	Assisting UNICEF in the call for proposals# process and the selection of qualified construction companies. Deliverable: ü Pre-Bid Site Visit minutes ü Bid Evaluation Report Timeline: 1 month Payment: 25%			
	Activity 4: Quality Assurance and Site Supervision Technical oversight of ongoing construction activities to ensure compliance with specifications and signed contract and provide advice to UNICEF on any potential risks related to timeline, budget and quality of works Deliverable: ü Progress Meeting Minutes ü Technical Meeting Minutes ü Monthly Progress Reports inputs Timeline: 4 Month Payment: 30%			
	Activity 5: Project Close-out Technical inspection of construction activities at the end of the project to ensure compliance with specifications and signed contract and provide advice to UNICEF on any outcomes related risks related to timeline, budget and quality of works. Deliverable: ü As-built drawings ü Final Account Timeline: 1 month Payment: 20%			
	4. PERFORMANCE INDICATORS			
	5. REPORTING FORMAT Ø Reporting Months with specific dates: _____ Ø First Report: o Planned intervention: _____ o Achievement Indicator: _____ o Means of verification: _____ o Comments on achievement (Lessons learned / challenges) _____			
	6. ADMINISTRATIVE MATTERS a. The Institution will be governed by and subject to UNICEF#s General Terms and Conditions b. The Institution will use their own office resources and materials in the execution of the assignment. c. Provide necessary documentation for approval by UNICEF before engaging sub-consultants. Under ordinary circumstances, no engagement of any sub consultants for any part of the assignment is allowed, unless otherwise specifically approved by UNICEF. d. The Contract will be #all inclusive# of all administrative costs (accommodation, travel, allowances, fieldwork, etc.). e. The Institution's Lead Consultant is expected to be available and fully in charge of supporting all activities and operations of the consultancy for the full duration of the contract.			
	7. WORK RELATIONSHIPS The selected Architectural Firm will conduct site assessments in the 9 Districts in order to design			

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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vaccine stores based on the size and shape of the available sites and conduct site supervision during construction over a period of 8 months across the country and will work closely with Ministry of Health, UNICEF and the Construction Specialist appointed by the UNICEF.

#### 8. DESIRED PROFILE

The Architectural firm must have a team with a set of skills that include strong expertise in design of health care facilities. Knowledge of environmental policy and Labor Code of Lesotho is a must know. The Architectural Firm must demonstrate the following attributes:

- o An Architect with 5 years experience in architectural technology with BA/Btech in Architectural Technology

- o Quantity Surveyor with 5 years experience as a quantity surveyor for building works and BSc/Btech in Quantity Surveying. The role of the Quantity Surveyor shall be to develop Bills of Quantities for Tendering, measurement and preparation of valuations and payment certificates as well as compilation of the Final Account at Close-Out

- o Inspector of Works with minimum of 3 years experience as a construction site supervisor with a Diploma in Civil Engineering, Architectural Technology or Construction Management. One Inspector of Works may not be nominated for more than 3 sites. The role of the Inspectors of works shall be to ensure that the contractors build in accordance with design drawings and specifications, Quality Control and adherence to Occupational Health and Safety Requirements on site.

#### 9. APPLICATION AND TECHNICAL EVALUATION CRITERIA

Interested institutions are required to submit the following application

Ø A two-element procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any financial proposal being compared.

##### 9.1 Technical Proposal

The bidder must submit a detailed approach to the assignment with timelines

The bidder must submit CV#s of personnel that shall be involved in the project

The bidder must submit company profile

##### 9.2 Financial proposal

# The bidder must submit cost by deliverable in Local currency

# Rates/Prices offered shall be all inclusive and shall remain fixed for the entire period from the commencement of the contract

# No Letter of Credit or Advance Payment will be given

# The Financial Regulations and Rules of UNICEF preclude advance payments and payments by letter of credit, except in special circumstances. Such provision in a proposal will be prejudicial to its evaluation by UNICEF.

##### 9.3 Submission of Proposals

Interested institutions or companies will submit by email both a technical proposal labelled as such to Les-Techproposal@unicef.org and a financial proposals labelled as such to

Les-Finproposal@unicef.org The email subject heading must be: UNICEF LESOTHO RFP\_9180938

#### 10. CONDITIONS FOR TECHNICAL EVALUATION

##### 10.1 Evaluation Process and Method:

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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Each proposal will be first be assessed on its technical merits and subsequently on the price. In making a final decision, UNICEF considers both the technical and financial aspects. The Evaluation Team first evaluates the technical components of the offer followed by a review of the financial proposals of the technically compliant vendors.

#### 10.2 ADMINISTRATIVE COMPLIANCE

Administrative compliance is the first step of the evaluation process where Bids are evaluated based on their responsiveness to the Request for Proposals. Administrative Compliance is regarded as compliance with Mandatory Requirements. This administrative compliance check will lead to either the acceptance or rejection of the Proposal. There will be no scores allocated for this process. In order for the Employer to undertake this administrative compliance process, Bidders shall provide all the information requested below. Failure to provide any of mandatory requirements and non-compliance to the mandatory requirements will lead to disqualification. Compliance with all the Mandatory Requirements means that the Proposal will be evaluated further in terms of qualitative evaluation.

#### 10.3 ADMINISTRATIVE COMPLIANCE CRITERIA

- Ø Registration with Ministry of Trade and Industry. Requirements: Traders Licences & Company Extracts, Depicting shareholding. Single Entity must meet requirement
- Ø Registration with Revenue Service Lesotho. Requirements: Tax Clearance. Single Entity must meet requirement
- Ø Registration with Building Design Services. Requirements: Registration Certificate with BDS. Single Entity must meet requirement.
- Ø Financial Capability. Requirements: Letter from a financing institution registered in Lesotho (5,000,000.00 LSL). Single Entity must meet requirement.
- Ø Conflict of Interest. Requirements: Bidders with family relatives/members Employed by UNICEF or engaged in similar assignments with this assignment must declare. Single Entity must meet requirement
- Ø Authority for Signatory. Requirements: Bidders must provide Authority for Signatory by Company Directors. Single Entity must meet requirement.
- Ø Attendance to Mandatory Clarification Meeting and Site Visits. Requirements: Certificate of attendance or Register. Single Entity must meet requirement.
- Ø Professional Indemnity Insurance (PI). Requirements: Bidders must provide proof of PI from a legally registered entity to do so to the tune of 1,500,000.00 LSL. Single Entity must meet requirement.
- Ø Signed Offer. Requirements: Signed letter of offer by authorized person. Single Entity must meet requirement
- Ø Sub-consultancy. Requirements: Sub-consultancy work may not be more than 49% of the Financial Proposal. Single Entity must meet requirement.
- Ø One Bid per Bidder. Requirements: Bidders may not participate in more than one Bid, including JV Members. A JV Member may not be a Sub-Consultant in another Bid and Vice Versa. Single Entity must meet requirement. Joint Venture, Association or Consortium

#### A. TECHNICAL PROPOSAL EVALUATION (EXPERIENCE, CAPACITY, RESOURCING)

The second step of the evaluation process is the technical proposal evaluation (qualitative evaluation).

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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This involves evaluation of Bids in terms of previous experience, methodology, financial capability, programme, key staff and organisational chart and roles etc. A score is allocated for each criterion and the total of the scores is equal to 100 points which is the maximum score achievable.

Each Bid submitted shall be scored according to each criterion. The minimum score required to be achieved by the Bidders shall be 70% and this score shall be carried forward to be combined with the financial evaluation score. All the Bids that do not meet the minimum score as stipulated below shall be rejected. Those that achieve the minimum score and above will be evaluated further.

#### 10.4 QUALITATIVE EVALUATION CRITERIA (EXPERIENCE/CAPACITY/RESOURCING, ETC.)

##### SUB-FACTOR: BIDDER / JOINT VENTURE OR ASSOCIATION

##### a). SCHEDULE OF WORK EXPERIENCE REQUIREMENT = 60 points:

Schedule of Work Experience in the last (10) years. Record of previous similar projects which may be relevant in the evaluation of the bid and contact person details

##### (i) 5 or more projects of similar nature and magnitude # 30 points;

- single entity (individual score)
- All members (scored jointly)
- Each Member - N/A
- At least one member - N/A

##### (ii) 4 to 3 projects of similar nature and magnitude # 20points;

- single entity (individual score)
- All members (scored jointly)
- Each Member - N/A
- At least one member - N/A

##### (iii) 2 to 1 project of similar nature and magnitude # 10 points

- single entity (individual score)
- All members (scored jointly)
- Each Member - N/A
- At least one member - N/A

##### b). METHODOLOGY REQUIREMENT

Bidders are expected to demonstrate through a clear methodology what activities need to be executed and how, with what resources in order to bring the project to successful completion - 15 Points

##### (i) - Single entity - Yes, will be scored

- All members - (N/A)
- Each Member - N/A
- At least one member # Yes, will be scored

##### c). FINANCIAL CAPACITY REQUIREMENT:

Financial Capability. Letter of commitment from a reputable and registered bank confirming financial assistance will attract full points. - 5 points

##### (i) - Single entity - Yes, will be scored

- All members # Yes will be scored
- Each Member - N/A
- At least one member # N/A

##### d). PROGRAMME REQUIREMENT:

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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Programme\* covering and demonstrating occurrence and coherence of the (15 points):

- (i) Activities (Tasks and subtasks) and their durations; and
- (ii) Critical path;

\*the programme shall be in a critical path method and in Microsoft projects or similar programme based on eight (8) months duration. Size of printed programme shall be A3 size printed legibly.

- (i) - Single entity - Yes, will be scored
- All members # Yes will be scored
- Each Member - N/A
- At least one member # Yes, will be scored

e). KEY PERSONNEL REQUIREMENT:

Proof of access to key personnel with relevant experience to execute the works;  
(30 points)

- (a) Architect\* with 5 or more years # 15 points;
- (b) Quantity Surveyor\*\* with 5 or more years # 10 points
- (c) Inspectors of Works\*\*\* with 3 or more years # 10 points

Note:

\*Architect fulltime only in month 1,2&3

\*\*Quantity Surveyor fulltime in month 3&4

\*\*\* Inspector of works can only supervise a maximum of three (3) sites.

f). LOCAL OFFICE REQUIREMENT:

Proof of Physical Office Space within Maseru District # (5 points)

- (i) - Single entity - Yes, will be scored
- All members # N/A
- Each Member - N/A
- At least one member # Yes, will be scored

B. FINANCIAL PROPOSAL EVALUATION

The third step is the financial evaluation. In the price evaluation, the prices shall be evaluated on material deviation, correctness and arithmetic errors.

a) MATERIAL DEVIATION OR RESERVATION

All Bids that achieved the score of seventy percent/points, shall be subject to further determination of their responsiveness. The Bids shall be averaged by adding the price offers and dividing the total by the number of complying Bids. Bids that fall below fifteen percent (15%) and above fifteen percent (15%) of the average shall be rejected and shall not be evaluated further.

b) CORRECTNESS AND ARITHMETIC ERRORS

Only the Bids that satisfied (1) above shall be evaluated on correctness and arithmetic errors. These arithmetic errors shall be corrected according to the following procedure:

i). If bills of quantities or pricing schedules apply and there is an error in the line items total resulting from the product of the unit rate and the quantity, the line items total shall prevail, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall prevail, and the unit rate shall be corrected;

ii). Where there is an error in the total of the prices either as a result of other corrections required by this checking process, or in the addition of prices, the total of the prices shall prevail, and the Bidder will be asked to revise selected item prices to achieve the quoted price total; and

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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iii). Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall prevail.

iv). All offer prices shall be exclusive of VAT and any other local Taxes. It is however the bidders responsibility to ensure that they are compliant with their respective TAX obligations.  
In a case where the service provider does not accept the corrections, the Bid shall be rejected.

#### c). DETERMINATION OF THE PREFERRED BIDDER

The technical proposal carries a weight of 70 points and the financial proposal carries a weight of 30 points.

The Financial Proposal Score shall be calculated as follows:

i). The maximum no of points (30) allotted to the lowest price proposal of a technically qualified offer will be 30 (lowest offer).

ii). Points for other offers calculated as  $(x) = (\text{lowest offer} / \text{offer } x) * 30$

Technical Scores and Financial Scores shall be combined and the Bidder with the highest combined score shall be considered for award.

#### 11. TIMETABLE FOR TENDER ACTIVITIES

i) 10 March, 2023: Closing date for Expression of Interest (Eoi). send your Eoi to [msemoli@unicef.org](mailto:msemoli@unicef.org) and [lestenders@unicef.org](mailto:lestenders@unicef.org)

ii) 13-17 March, 2023: Site Visits (see timetable below)

iii) 17 March, 2023: Pre-bid meeting - Machabeng Hospital, Qacha's Nek

iv) 13 April, 2023: Closing date for submission of tenders.

##### 11.1 PRE-BID SITE VISITS AND MEETING SCHEDULE FOR THE 9 DISTRICT VACCINE STORES

13th March 2023

08H00 to 09H00 # Berea DHMT

11H00 to 12H00 # Leribe DHMT

13H30 to 14H00 # Butha Buthe

14H00 to 18H00 Arrive in Mokhotlong and Sleep Over

14th March 2023

08H00 to 09H00 # Mokhotlong DHMT

09H30 # travel back to Maseru

15th March 2023

10H00 to 11H00 # Thaba Tseka DHMT

11h30 # Travel back to Maseru

16th March 2023

08H00 to 09H00 # Mafeteng Hospital

09H30 to 10H30 # Mohale#sHoek DHMT

11H00 to 12H00 # Quthing Hospital

13H30 to 18H30 travel to Qacha#sNek

Item No	Item Description	Quantity/Unit	Unit Price	Amount
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17th March 2023  
08H00 to 09H00 # Machabeng Hospital  
09H30 to 11H00 # Pre-Bid Meeting in Qacha#snek

## 12. NATURE OF PENALTY CLAUSE IN CONTRACT

When / where the final reports, documents, materials, etc. are not submitted according to the deliverables stated in this TOR, the payments will be withheld.

12.1 UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines (fees reduced due to late submission: 20 days - 10%; 1 month -20%; 2 months -30%; more 2 months # payment withhold). All materials developed will remain the copyright of UNICEF and UNICEF will be free to adapt and modify them in the future.

12.2 UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

12.3 UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

## 13. RISKS AND MITIGATION (SAMPLE)

13.1 Risk: Restrictions on movement due to the Covid-19 pandemic could result in implementation delays of certain activities.

13.2 Mitigation of risks: Regular monitoring and liaison with UNICEF Lesotho will be required before any travels can be undertaken

13.3 Risk: Unsuitable soil conditions for foundations on the proposed sites

13.4 Mitigation of Risk: Conduct geotechnical investigations on sites

13.5 Risk: Inclement weather

13.6 Mitigation of Risk: Consult with Metereology Department prior to taking trips to remotes places. Ensure roadworthiness of vehicles prior to travel. Have appropriate Personal Protective Equipment for the perceived weather conditions.

13.7 Risk: Bidders not having all of the required skill sets

13.8 Mitigation of Risk: Bidders can form Joint Ventures, Consortiums, Associations and/or Sub-Consultancies with other Legally registered entities in Lesotho.

13.9 Risk: Non-Cooperation of other stakeholders, beneficiaries and/or end users

13.10 Mitigation of Risk: Consultation meetings and engagement with identified stakeholders, beneficiaries and/or end users in conjunction with UNICEF and Ministry of Health (MoH)

Item No	Item Description	Quantity/Unit	Unit Price	Amount
13.11	Risk: Land use and ownership on the proposed Vaccine Stores			
13.12	Mitigation of Risk: Consultation with MoH Estates Department.			
14.	SUBMISSION OF PROPOSALS			
14.1	TECHNICAL PROPOSALS: submit to les-Techproposal@unicef.org subject heading must be LRFP-910938 Design and Construction Supervision of Vaccine Stores in 9 Districts Lesotho			
14.2	FINANCIAL PROPOSAL: Submit to les-Finproposal@unicef.org the subject heading must be LRFP-9180938 FINANCIAL PROPOSAL. Do not put name of company in the subject heading.			
15.	CLOSING DATE for submission of proposals: END OF DAY - 13 April, 2023.			

Incoterms & Delivery Requested	Lead Time & Related Charges
<b>Packing</b>	
Unit : Dimension.....x.....x.....cm	Weight.....kg Volume.....cbm
Total: Dimension.....x.....x.....cm	Weight.....kg Volume.....cbm

## INSTRUCTION TO BIDDERS

### 1. MARKING AND RETURNING PROPOSALS

1.1 Proposals shall be submitted in the manner specified earlier in this solicitation document. Detailed submission guidance at paragraphs 1.7, 1.8 and/or 1.9 should then be followed accordingly.

1.2 The Bid Form/Request for Proposal for Services Form must be signed, and submitted together with the Proposal. The Bid Form/Request for Proposal for Services Form should be signed by the duly authorized representative of the submitting company.

1.3 Proposals must be clearly marked with the RFP(S) number and the name of the company submitting the Proposal.

1.4 Proposers should note that Proposals received in the following manner will be invalidated:

- a) with incorrect (as applicable) postal address, email address or fax number;
- b) received after the stipulated closing time and date;
- c) failure to quote in the currency(ies) stated in the RFP(S);
- d) in a different form than prescribed in the RFP(S).

1.5 Technical Proposal: The Technical Proposal should address the criteria and requirements outlined in this RFP(S), paying particular attention to its schedules/Terms of Reference/Statement of Work and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service/goods need.

**NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.**

1.6 Price Proposal: The Price Proposal should be prepared in accordance with the requirements contained in the schedules/Terms of Reference/Statement of Work for this RFP(S).

1.7 Sealed Proposals (as applicable)

1.7.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.7.2 The Proposal must be sent for the attention of unit/team and address as specified in this RFP/RFPS. Proposals not sent in this manner will be disqualified.

1.7.3 They must be clearly marked as follows:

\* Outer sealed envelope:

Name of company  
[RFP(S) NO.]  
[NAME OF UNIT & UNICEF OFFICE ADDRESS]

\* Inner sealed envelope - Technical Proposal (1 original and 2 copies): Name of company, RFP(S) number - technical proposal

\* Inner sealed envelope - Price Proposal (1 original and 2 copies): Name of company, RFP(S) number - price proposal

No price information should be provided in the Technical Proposal.

Proposals received in any other manner will be invalidated.

1.7.4 In case of any discrepancy between an original and a copy, the original will prevail.

1.7.5 Any delays encountered in the mail delivery will be at the risk of the Proposer.

1.8 Faxed Proposals (as applicable)

1.8.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.8.2 Faxed Proposals must be returned to the ONLY ACCEPTABLE FAX NUMBER for Proposals as specified in this RFP(S) Document. Proposers should note that Proposals received at any other fax number will be invalidated.

No price information should be provided in the Technical Proposal.

1.9 E-mailed Proposals (as applicable)

1.9.1 See paragraph 1.1 above concerning applicability of this paragraph.

1.9.2 All e-mailed Proposals must be submitted to the ONLY ACCEPTABLE E-MAIL ADDRESS as specified in this solicitation document. No other recipient should be "Cc" or "Bcc" in the e-mail submission. Proposals not sent in this manner will be disqualified.

1.9.3 All Proposals submitted by e-mail must be submitted as email attachments. The Technical Proposal and Price Proposal must be sent as separate attachments and clearly indicated as such in the file name (e.g. Company ABC Technical Proposal, Company ABC Price Proposal). Email links (e.g. to documents to be downloaded from cloud based folders) are not acceptable unless otherwise specifically requested. Proposals submitted as a link or through a link will be invalidated.

### 2. OPENING OF PROPOSALS

2.1 Proposals received prior to the stated closing time and date will be kept unopened. UNICEF will open Proposals when the specified time has arrived and no Proposal received thereafter will be considered.

2.2 UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly addressed or identified.

2.3 In cases when a Public Opening is held, the invited proposers, or their authorized representative, may attend the public Proposal opening at the time, date and location specified in the RFP(S) documents.

### 3. UNGM REGISTRATION

3.1 UNICEF is part of the United Nations Global Marketplace(UNGM). Accordingly, all proposers are encouraged to become a UNICEF vendor by creating a vendor profile in the UNGM website: [www.ungm.org](http://www.ungm.org)

### 4. AWARD NOTIFICATION

4.1 UNICEF reserves the right to make a public notification of the outcome on an RFP(S) advising product/service, awarded supplier and total value of award.

## ANNEX A

### GENERAL TERMS AND CONDITIONS

#### GENERAL TERMS AND CONDITIONS OF CONTRACT (Goods)

##### Definitions and UNICEF Supply Website

1.1 In these General Terms and Conditions (Goods), the following terms have the following meaning:

"Affiliates" means, with respect to the Supplier, any of its corporate affiliates or associates, including parent entities, subsidiaries, and other entities in which it owns a substantial interest.

"Confidential Information" means information or data that is designated as confidential at the time of exchange between the Parties or promptly identified as confidential in writing when furnished in intangible form or disclosed orally, and includes information, the confidential or proprietary nature of which is or should be reasonably apparent from the inherent nature, quality or characteristics of such information.

"Consignee" means the consignee designated in the Contract.

"Contract" means the purchase contract that incorporates these General Terms and Conditions (Goods). It includes purchase orders issued by UNICEF, whether or not they are issued under a long-term arrangement or similar contract.

"Goods" means the goods specified in the relevant section of the Contract.

"Host Government" means a Government with which UNICEF has a programme of development cooperation, and includes a Government of a country in which UNICEF provides humanitarian assistance.

"INCOTERMS" means the international commercial terms known as the INCOTERMS rules, issued by the International Chamber of Commerce, most-recently issued at the effective date of the Contract. References in the Contract to trade terms (such as "FCA", "DAP" and "CIP") are references to those terms as defined by the INCOTERMS.

"Parties" means the Contractor and UNICEF together and a "Party" means each of the Contractor and UNICEF.

Supplier's "Personnel" means the Supplier's officials, employees, agents, individual sub-contractors and other representatives.

"Price" is defined in Article 3.1.

"Supplier" is the supplier named in the Contract.

"UNICEF Supply Website" means UNICEF's public access webpage available at [http://www.unicef.org/supply/index\\_procurement\\_policies.html](http://www.unicef.org/supply/index_procurement_policies.html), as may be updated from time to time.

1.2 These General Terms and Conditions of Contract, UNICEF's Policy Prohibiting and Combatting Fraud and Corruption, the UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children, the UN Supplier Code of Conduct, and UNICEF's Information Disclosure Policy referred to in the Contract, as well as other policies applicable to the Supplier, are publicly available on the UNICEF Supply Website. The Supplier represents that it has reviewed all such policies as of the effective date of the Contract.

#### 2. Delivery; Inspection; Risk of Loss

2.1 The Supplier will deliver the Goods to the Consignee at the place and within the time period for delivery stated in the Contract. The Supplier will comply with the INCOTERM or similar trade term expressly stated in the Contract as applying to the Goods to be supplied under the Contract and all other delivery terms and instructions stated in the Contract. Notwithstanding any INCOTERM, the Supplier will obtain any export licences required for the Goods. The Supplier will ensure that UNICEF receives all necessary transport documents in a timely manner so as to enable UNICEF to take delivery of the Goods in accordance with their requirements of the Contract. The Supplier will neither seek nor accept instructions from any entity other than UNICEF (or entities authorized by UNICEF to give instructions to the Supplier) in connection with the supply and delivery of the Goods.

2.2 The Supplier will use its best efforts to accommodate reasonable requests for changes (if any) to the requirements for the Goods (such as packaging, packing and labeling requirements), shipping instructions or delivery date of the Goods set out in the Contract. If UNICEF requests any material change to the requirements for the Goods, shipping instructions or delivery date, UNICEF and the Supplier will negotiate any necessary changes to the Contract, including as to Price and the time schedule. Any such agreed changes will become effective only when they are set out in a written amendment to the Contract signed by both UNICEF and the Supplier. Should the Parties fail to agree on any such changes within thirty (30) days, UNICEF will have the option to terminate the Contract without penalty notwithstanding any other provision of the Contract.

2.3 The Supplier acknowledges that UNICEF may monitor the Supplier's performance under the Contract. The Supplier agrees to provide its full cooperation with such performance monitoring, at no additional cost or expense to UNICEF, and provide relevant information as reasonably requested by UNICEF, including, but not limited to, the date of receipt of the Contract, detailed delivery status, costs to be charged and payments made by UNICEF or pending.

#### Inspection

2.4 UNICEF or the Consignee (if different from UNICEF) will have a reasonable time to inspect the Goods after delivery. At UNICEF's request, the Supplier will provide its reasonable cooperation to UNICEF or the Consignee with regard to such inspection, including but not limited to access to production data, at no charge. The Supplier acknowledges that any inspection of the Goods by or on behalf of UNICEF or the Consignee does not constitute a determination that the specifications for the Goods set out in the Contract (including the mandatory technical requirements) have or have not been met. The Supplier will be required to comply with its warranty and other contractual obligations whether or not UNICEF or the Consignee carries out an inspection of the Goods.

#### Delivery not Acceptance; Consequences of Delayed Delivery and Non-conforming Goods

2.5 If the Supplier determines it will be unable to deliver all or some of the Goods to the Consignee by the delivery date(s) stipulated in the Contract, the Supplier will (a) immediately consult with UNICEF to determine the most expeditious means for delivering the Goods; and (b) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to force majeure as defined in Article 6.7 below), if reasonably requested by UNICEF to do so. Partial deliveries of Goods will not be accepted unless prior written approval for such partial delivery has been given by UNICEF to the Supplier.

2.6 Delivery of the Goods will not constitute acceptance of the Goods. If some or all of the Goods do not conform to the requirements of the Contract or if the Supplier delivers the Goods late or fails to deliver the Goods (or any part of the Goods) in accordance with the agreed delivery dates and delivery terms and instructions, UNICEF may, without prejudice to any of its other rights and remedies, exercise one or more of the following rights under the Contract at UNICEF's option:

(a) UNICEF can reject and refuse to accept any or all of the Goods (including those that do conform to the Contract). If UNICEF rejects the Goods, the Supplier will, at its own cost, arrange for the prompt return of the rejected Goods and, at UNICEF's option, the Supplier will promptly replace the rejected Goods with Goods of equal or better quality (and will be responsible for all costs related to such replacement) or UNICEF may exercise its other rights set out below;

(b) UNICEF may procure all or part of the Goods from other sources, in which case the Supplier will be responsible for any additional costs beyond the balance of the Price for such Goods;

(c) Upon UNICEF's demand, the Supplier will refund all payments (if any) made by UNICEF in respect of the rejected Goods or the Goods that have not been delivered in accordance with the delivery dates and delivery terms;

(d) UNICEF can give written notice of breach and, if the Supplier fails to remedy the breach, can terminate the Contract in accordance with Article 6.1 below;

(e) UNICEF can require the Supplier to pay liquidated damages as set out in the Contract.

2.7 Further to Article 11.6 below, the Supplier expressly acknowledges that if, in respect of any consignment, UNICEF takes delivery of all or some of the Goods that have been delivered late or otherwise not in full compliance with the delivery terms and instructions or that are not in full conformity with the requirements of the Contract, this does not constitute a waiver of UNICEF's rights in respect of such late delivery or non-compliant Goods.

#### Risk of Loss; Title to Goods

2.8 Risk of loss, damage to or destruction of Goods supplied under the Contract, and responsibility for arranging and paying for freight and insurance, will be governed by the INCOTERM or similar trade term expressly stated in the Contract as applying to the Goods supplied under the Contract and any other express terms of the Contract. In the absence of any such INCOTERM or similar trade term or other express terms, the following provisions will apply: (a) the entire risk of loss, damage to or destruction of the Goods will be borne exclusively by the Supplier until physical delivery of the Goods to the Consignee has been completed in accordance with the Contract; and (b) the Supplier will be solely liable for making all transport arrangements and for payment of freight and insurance costs for the shipment and delivery of the Goods in accordance with the requirements of the Contract.

2.9 Unless otherwise expressly provided in the Contract, title in and to the Goods will pass from the Supplier to the Consignee upon delivery of the Goods in accordance with the applicable delivery terms and acceptance of the Goods in accordance with the Contract.

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#### 3. Price; Invoicing; Tax Exemption; Payment Terms

3.1 The price for the Goods is the amount specified in the price section of the Contract (the "Price"), it being understood that such amount is specified in United States dollars unless otherwise expressly provided for in the price section of the Contract. The Price includes the cost of packaging and packing the Goods in accordance with the requirements of the Contract and delivery in accordance with the applicable delivery terms. The Price is inclusive of all costs, expenses, charges or fees that the Supplier may incur in connection with the performance of its obligations under the Contract; provided that, without prejudice to or limiting the provisions of Article 3.3 below, all duties and other taxes imposed by any authority or entity must be separately identified. It is understood and agreed that the Supplier will not request any change to the Price after delivery of the Goods by the Supplier and that the Price cannot be changed except by written agreement between the Parties before the Goods are delivered.

3.2 The Supplier will issue invoices to UNICEF only after the Supplier has fulfilled the delivery terms of the Contract. The Supplier will issue (a) one (1) invoice in respect of the payment being sought, in the currency specified in the Contract and in English, indicating the Contract identification number listed on the front page of the Contract; and (b) copies of the shipping documents and other supporting documents as specified in the Contract.

3.3 The Supplier authorizes UNICEF to deduct from the Supplier's invoices any amount representing direct taxes (except charges for utilities services) and customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for UNICEF's official use, in accordance with the exemption from tax in Article II, Section 7 of the Convention of the Privileges and Immunities of the United Nations, 1946. In the event any governmental authority refuses to recognize this exemption from taxes, restrictions, duties or charges, the Supplier will immediately consult with UNICEF to determine a mutually acceptable procedure. The Supplier will provide full cooperation to UNICEF with regard to securing UNICEF's exemption from, or refund of amounts paid as, value-added taxes or taxes of a similar nature.

3.4 UNICEF will notify the Supplier of any dispute or discrepancy in the content or form of any invoice. With respect to disputes regarding only a portion of such invoice, UNICEF will pay the Supplier the amount of the undisputed portion in accordance with Article 3.5 below. UNICEF and the Supplier will consult in good faith to promptly resolve any dispute with respect to any invoice. Upon resolution of such dispute, any amounts that have not been charged in accordance with the Contract will be deducted from the invoice(s) in which they appear and UNICEF will pay any agreed remaining items in the invoice(s) in accordance with Article 3.5 within thirty (30) days after the final resolution of such dispute.

3.5 UNICEF will pay the uncontested amount of the Supplier's invoice within thirty (30) days of receiving both the invoice and the shipping documents and other supporting documents, as referred to in Article 3.2 above. The amount paid will reflect any discount(s) shown under the payment terms of the Contract. The Supplier will not be entitled to interest on any late payment or any sums payable under the Contract nor any accrued interest on payments withheld by UNICEF in connection with a dispute. Payment will not relieve the Supplier of its obligations under the Contract. Payment will not be deemed acceptance of the Goods or waiver of any rights with regard to the Goods.

3.6 Each invoice will confirm the Supplier's bank account details provided to UNICEF as part of the Supplier's registration process with UNICEF. All payments due to the Supplier under the Contract will be made by electronic funds transfer to that bank account. It is the Supplier's responsibility to ensure that the bank details supplied by it to UNICEF are up-to-date and accurate and notify UNICEF in writing by an authorized representative of the Supplier of any changes in bank details together with supporting documentation satisfactory to UNICEF.

3.7 The Supplier acknowledges and agrees that UNICEF may withhold payment in respect of any invoice if, in UNICEF's opinion, the Supplier has not performed in accordance with the terms and conditions of the Contract, or if the Supplier has not provided sufficient documentation in support of the invoice.

3.8 UNICEF will have the right to set off against any amount or amounts due and payable by UNICEF to the Supplier under the Contract, any payment, indebtedness or other claim (including, without limitation, any overpayment made by UNICEF to the Supplier) owing by the Supplier to UNICEF under the Contract or under any other contract or agreement between the Parties. UNICEF will not be required to give the Supplier prior notice before exercising this right of set-off (such notice being waived by the Supplier). UNICEF will promptly notify the Supplier after it has exercised such right of set-off, explaining the reasons for such set-off, provided however that the failure to give such notification will not affect the validity of such set-off.

3.9 Each of the invoices paid by UNICEF may be subject to a post-payment audit by UNICEF's external and internal auditors or by other authorised agents of UNICEF, at any time during the term of the Contract and for three (3) years after the Contract terminates. UNICEF will be entitled to a refund from the Supplier of amounts such audit or audits determine were not in accordance with the Contract regardless of the reasons for such payments (including but not limited to the actions or inactions of

UNICEF staff and other personnel).

#### 4. Representations and Warranties; Indemnification; Insurance

##### Representations and Warranties

4.1 The Supplier represents and warrants that as of the effective date and throughout the term of the Contract: (a) it has the full authority and power to enter into the Contract and to perform its obligations under the Contract and the Contract is a legal, valid and binding obligation, enforceable against it in accordance with its terms; (b) it has, and will maintain throughout the term of the Contract, all rights, licenses, authority and resources necessary, as applicable, to develop, source, manufacture and supply the Goods and to perform its other obligations under the Contract; (c) all of the information concerning the Goods and the Supplier that it has previously provided to UNICEF, or that it provides to UNICEF during the term of the Contract, is true, correct, accurate and not misleading; (d) it is financially solvent and is able to supply the Goods to UNICEF in accordance with the terms and conditions of the Contract; (e) the use or supply of the Goods does not and will not infringe any patent, design, trade-name or trade-mark; (f) it has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of or otherwise deal with the Goods; and (g) the development, manufacture and supply of the Goods is, and will continue to be, in compliance with all applicable laws, rules and regulations. The Supplier will fulfill its commitments with the fullest regard to the interests of UNICEF and will refrain from any action which may adversely affect UNICEF or the United Nations.

4.2 The Supplier further represents and warrants that the Goods (including packaging): (a) conform to the quality, quantity and specifications for the Goods stated in the Contract (including, in the case of perishable or pharmaceutical products, the shelf life specified in the Contract); (b) conform in all respects to the technical documentation provided by the Supplier in respect of such Goods and, if samples were provided to UNICEF prior to entering into the Contract, are equal and comparable in all respects to such samples; (c) are new and factory-packed; (d) are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF in the Contract; (e) are of consistent quality and free from faults and defects in design, manufacture, workmanship and materials; (f) are free from all liens, encumbrances or other third party claims; and (g) are contained or packaged in accordance with the standards of export packaging for the type and quantities of the Goods specified in the Contract, and for the modes of transport of the Goods specified in the Contract (including but not limited to, in a manner adequate to protect them in such modes of transport), and marked in a proper manner in accordance with the instructions stipulated in the Contract and applicable law.

4.3 The warranties provided in Article 4.2 will remain valid for the warranty period specified in the Contract; provided that (a) the warranty period for pharmaceutical goods or other perishable products will be no less than the shelf-life of those Goods specified in the Contract; and (b) if no warranty period or shelf-life is specified in the Contract, the warranties will remain valid from the date the Supplier signs the Contract until the day twelve (12) months after fulfillment of the delivery terms or such later date as may be prescribed by law.

4.4 If the Supplier is not the original manufacturer of the Goods or any part of the Goods, the Supplier assigns to UNICEF (or, at UNICEF's instructions, the Government or other entity that receives the Goods) all manufacturers' warranties in addition to any other warranties under the Contract.

4.5 The representations and warranties made by the Supplier in Articles 4.1 and 4.2 and the Supplier's obligations in Articles 4.3 and 4.4 above are made to and are for the benefit of (a) each entity that makes a direct financial contribution to the purchase of Goods; and (b) each Government or other entity that receives the Goods.

##### Indemnification

4.6 The Supplier will indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, employees, consultants and agents, each entity that makes a direct financial contribution to the purchase of the Goods and each Government or other entity that receives the Goods, from and against all suits, claims, demands, losses and liability of any nature or kind, including their costs and expenses, by a third party and arising out of the acts or omissions of the Supplier or its Personnel or sub-contractors in the performance of the Contract. This provision will extend to but not be limited to (a) claims and liability in the nature of workers' compensation; (b) product liability; and (c) any actions or claims pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the Goods or other liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property provided or licensed to UNICEF under the Contract or used by the Supplier, its Personnel or sub-contractors in the performance of the Contract.

4.7 UNICEF will report any such suits, proceedings, claims, demands, losses or liability to the Supplier within a reasonable period of time after having received actual notice. The Supplier will have sole control of the defence, settlement and compromise of any such suit, proceeding, claim or demand except with respect to the assertion or defence of the privileges and immunities of UNICEF or any matter relating to UNICEF's privileges and immunities (including matters relating to UNICEF's relations with Host Governments), which as between the Supplier and UNICEF, only UNICEF itself (or relevant

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governmental entities) will assert and maintain. UNICEF will have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.

#### Insurance

4.8 The Supplier will comply with the following insurance requirements:

(a) The Supplier will have and maintain in effect with reputable insurers and in sufficient amounts, insurance against all of the Supplier's risks under the Contract (including, but not limited to, the risk of claims arising out of or related to the Supplier's performance of the Contract), including the following:

(i) Insurance against all risks in respect of its property and any equipment used for the performance of the Contract;

(ii) General liability insurance against all risks in respect of the Contract and claims arising out of the Contract including, but not limited to, product liability insurance, in an adequate amount to cover all claims arising from or in connection with the Supplier's performance under the Contract. The Supplier's product liability insurance will cover the direct and indirect financial consequences of liability (including all costs, including replacement costs, related to recall campaigns) sustained by UNICEF or third parties as a result of or relating to the Goods;

(iii) All appropriate workers' compensation and employer's liability insurance, or its equivalent, with respect to its Personnel and sub-contractors to cover claims for death, bodily injury or damage to property arising from the performance of the Contract; and

(iv) Such other insurance as may be agreed upon in writing between UNICEF and the Supplier.

(b) The Supplier will maintain the insurance coverage referred to in Article 4.8(a) above during the term of the Contract and for a period after the Contract terminates extending to the end of any applicable limitations period with regard to claims against which the insurance is obtained.

(c) The Supplier will be responsible to fund all amounts within any policy deductible or retention.

(d) Except with regard to the insurance referred to in paragraph (a)(iii) above, the insurance policies for the Supplier's insurance required under this Article 4.8 will (i) name UNICEF as an additional insured; (ii) include a waiver by the insurer of any subrogation rights against UNICEF; and (iii) provide that UNICEF will receive thirty (30) days' written notice from the insurer prior to any cancellation or change of coverage.

(e) The Supplier will, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article 4.8.

(f) Compliance with the insurance requirements of the Contract will not limit the Supplier's liability either under the Contract or otherwise.

#### Liability

4.9 The Supplier will pay UNICEF promptly for all loss, destruction or damage to UNICEF's property caused by the Supplier's Personnel or sub-contractors in the performance of the Contract.

#### 5. Intellectual Property and Other Proprietary Rights; Confidentiality

##### Intellectual Property and Other Proprietary Rights

5.1 Unless otherwise expressly provided for in the Contract:

(a) Subject to paragraph (b) of this Article 5.1, UNICEF will be entitled to all intellectual property and other proprietary rights with regard to products, processes, inventions, ideas, know-how, data or documents and other materials ("Contract Materials") that (i) the Supplier develops for UNICEF under the Contract and which bear a direct relation to the Contract or (ii) are produced, prepared or collected in consequence of, or during the course of, the performance of the Contract. The term "Contract Materials" includes, but is not limited to, all maps, drawings, photographs, plans, reports, recommendations, estimates, documents developed or received by, and all other data compiled by or received by, the Supplier under the Contract. The Supplier acknowledges and agrees that Contract Materials constitute works made for hire for UNICEF. Contract Materials will be treated as UNICEF's Confidential Information and will be delivered only to authorized UNICEF officials on expiry or termination of the Contract.

(b) UNICEF will not be entitled to, and will not claim any ownership interest in, any intellectual property or other proprietary rights of the Supplier that pre-existed the performance by the Supplier of its obligations under the Contract, or that the Supplier may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract. The Supplier grants to

UNICEF a perpetual license to use such intellectual property or other proprietary rights solely for the purposes of and in accordance with the requirements of the Contract.

(c) At UNICEF's request, the Supplier will take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring (or, in the case, intellectual property referred to in paragraph (b) above, licensing) them to UNICEF in compliance with the requirements of the applicable law and of the Contract.

#### Confidentiality

5.2 Confidential Information that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract will be held in confidence by the Recipient. The Recipient will use the same care and discretion to avoid disclosure of the Discloser's Confidential Information as the Recipient uses for its own Confidential Information and will use the Discloser's Confidential Information solely for the purpose for which it was disclosed to the Recipient. The Recipient will not disclose the Discloser's Confidential Information to any other party:

(a) except to those of its Affiliates, employees, officials, representatives, agents and sub-contractors who have a need to know such Confidential Information for purposes of performing obligations under the Contract; or

(b) unless the Confidential Information (i) is obtained by the Recipient from a third party without restriction; (ii) is disclosed by the Discloser to a third party without any obligation of confidentiality; (iii) is known by the Recipient prior to disclosure by the Discloser; or (iv) at any time is developed by the Recipient completely independently of any disclosures under the Contract.

5.3 If the Supplier receives a request for disclosure of UNICEF's Confidential Information pursuant to any judicial or law enforcement process, before any such disclosure is made the Supplier (a) will give UNICEF sufficient notice of such request in order to allow UNICEF to have a reasonable opportunity to secure the intervention of the relevant national Government to establish protective measures or take such other action as may be appropriate; and (b) will so advise the relevant authority that requested disclosure. UNICEF may disclose the Supplier's Confidential Information to the extent required pursuant to resolutions or regulations of its governing bodies.

5.4 The Supplier may not communicate at any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF that has not been made public, except with the prior authorization of UNICEF; nor will the Supplier at any time use such information to private advantage.

#### End of Contract

5.5 Upon the expiry or earlier termination of the Contract, the Supplier will:

(a) return to UNICEF all of UNICEF's Confidential Information or, at UNICEF's option, destroy all copies of such information held by the Supplier or its sub-contractors and confirm such destruction to UNICEF in writing; and

(b) will transfer to UNICEF all intellectual and other proprietary information in accordance with Article 5.1(a).

#### 6. Termination; Force Majeure

##### Termination by Either Party for Material Breach

6.1 If one Party is in material breach of any of its obligations under the Contract, the other Party can give it written notice that within thirty (30) days of receiving such notice the breach must be remedied (if such breach is capable of remedy). If the breaching Party does not remedy the breach within the thirty (30) days' period or if the breach is not capable of remedy, the non-breaching Party can terminate the Contract. The termination will be effective thirty (30) days after the non-breaching Party gives the breaching Party written notice of termination. The initiation of conciliation or arbitral proceedings in accordance with Article 9 (Privileges and Immunities; Settlement of Disputes) below will not be grounds for termination of the Contract.

##### Additional Termination Rights of UNICEF

6.2 In addition to the termination rights under Article 6.1 above, UNICEF can terminate the Contract with immediate effect upon delivery of a written notice of termination, without any liability for termination charges or any other liability of any kind:

(a) in the circumstances described in, and in accordance with, Article 7 (Ethical Standards); or

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(b) if the Supplier breaches any of the provisions of Articles 5.2-5.4 (Confidentiality); or

(c) if the Supplier (i) is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (ii) is granted a moratorium or a stay, or is declared insolvent; (iii) makes an assignment for the benefit of one or more of its creditors; (iv) has a receiver appointed on account of the insolvency of the Supplier; (v) offers a settlement in lieu of bankruptcy or receivership; or (vi) has become, in UNICEF's reasonable judgment, subject to a materially adverse change in its financial condition that threatens to substantially affect the ability of the Supplier to perform any of its obligations under the Contract.

6.3 In addition to the termination rights under Articles 6.1 and 6.2 above, UNICEF can terminate the Contract at any time by providing written notice to the Supplier in any case in which UNICEF's mandate applicable to the performance of the Contract or UNICEF's funding applicable to the Contract is curtailed or terminated, whether in whole or in part. UNICEF can also terminate the Contract upon sixty (60) days' written notice to the Supplier without having to provide any justification.

6.4 As soon as it receives a notice of termination from UNICEF, the Supplier will immediately take steps to cease provision of the Goods in a prompt and orderly manner and to minimize costs and will seek instructions from UNICEF regarding Goods in transit (if any) and will not undertake any further or additional commitments as of and following the date it receives the termination notice. In addition, the Supplier will take any other action that may be necessary, or that UNICEF may direct in writing, for the minimization of losses and for the protection and preservation of any property (whether tangible or intangible) related to the Contract that is in the possession of the Supplier and in which UNICEF has or may be reasonably expected to acquire an interest.

6.5 If the Contract is terminated, no payment will be due from UNICEF to the Supplier except for Goods delivered in accordance with the requirements of the Contract and only if such Goods were ordered, requested or otherwise provided prior to the Supplier's receipt of notice of termination from UNICEF or, in the case of termination by the Supplier, the effective date of such termination. The Supplier will have no claim for any further payment beyond payments in accordance with this Article 6.5, but will remain liable to UNICEF for all loss or damages which may be suffered by UNICEF by reason of the Supplier's default (including but not limited to cost of the purchase and delivery of replacement or substitute goods).

6.6 The termination rights in this Article 6 are in addition to all other rights and remedies of UNICEF under the Contract.

#### Force Majeure

6.7 If one Party is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations under the Contract, the other Party may terminate the Contract on the same terms and conditions as are provided for in Article 6.1 above, except that the period of notice will be seven (7) days instead of thirty (30) days. "Force majeure" means any unforeseeable and irresistible events arising from causes beyond the control of the Parties, including acts of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism or other acts of a similar nature or force. "Force majeure" does not include (a) any event which is caused by the negligence or intentional action of a Party; (b) any event which a diligent party could reasonably have been expected to take into account and plan for at the time the Contract was entered into; (c) the insufficiency of funds, inability to make any payment required under the Contract, or any economic conditions, including but not limited to inflation, price escalations, or labour availability; or (d) any event resulting from harsh conditions or logistical challenges for the Supplier (including civil unrest) associated with locations at which UNICEF is operating or is about to operate or is withdrawing from, or any event resulting from UNICEF's humanitarian, emergency, or similar response operations.

#### 7. Ethical Standards

7.1 The Supplier will be responsible for the professional and technical competence of its Personnel including its employees and will select, for work under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local laws and customs, and conform to a high standard of moral and ethical conduct.

7.2 (a) The Supplier represents and warrants that no official of UNICEF or of any United Nations System organisation has received from or on behalf of the Supplier, or will be offered by or on behalf of the Supplier, any direct or indirect benefit in connection with the Contract including the award of the Contract to the Supplier. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.

(b) The Supplier represents and warrants that the following requirements with regard to former UNICEF officials have been complied with and will be complied with:

(i) During the one (1) year period after an official has separated from UNICEF, the Supplier may not make a direct or indirect offer of employment to that former UNICEF official if that former UNICEF

official was, during the three years prior to separating from UNICEF, involved in any aspect of a UNICEF procurement process in which the Supplier has participated.

(ii) During the two (2) year period after an official has separated from UNICEF, that former official may not, directly or indirectly on behalf of the Supplier, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.

(c) The Supplier represents that, in respect of all aspects of the Contract (including the award of the Contract by UNICEF to the Supplier and the selection and awarding of sub-contracts by the Supplier), it has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest.

7.3 The Supplier further represents and warrants that neither it nor any of its Affiliates, or Personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Supplier will immediately disclose to UNICEF if it or any of its Affiliates, or Personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the Contract.

7.4 The Supplier will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the performance of the Contract; and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption. In particular, the Supplier will not engage, and will ensure that its Personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.

7.5 The Supplier will, during the term of the Contract, comply with (a) all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract and (b) the standards of conduct required under the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - [www.ungm.org](http://www.ungm.org)).

7.6 The Supplier further represents and warrants that neither it nor any of its Affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set out in the Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines.

7.7 The Supplier represents and warrants that it has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its Personnel including its employees or any persons engaged by the Supplier to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. In addition, the Supplier represents and warrants that it has taken and will take all appropriate measures to prohibit its Personnel including its employees or other persons engaged by the Supplier, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person. This provision constitutes an essential term of the Contract and any breach of this representation and warranty will entitle UNICEF to terminate the Contract immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind.

7.8 The Supplier will inform UNICEF as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Article 7.

7.9 The Supplier acknowledges and agrees that each of the provisions in this Article 7 constitutes an essential term of the Contract.

(a) UNICEF will be entitled, in its sole discretion and at its sole choice, to suspend or terminate the Contract and any other contract between UNICEF and the Supplier with immediate effect upon written notice to the Supplier if: (i) UNICEF becomes aware of any incident or report that is inconsistent with, or the Supplier breaches any of, the undertakings and confirmations provided in this Article 7 or the equivalent provisions of any contract between UNICEF and the Supplier or any of the Supplier's Affiliates, or (ii) the Supplier or any of its Affiliates, or Personnel or directors becomes subject to any sanction or temporary suspension described in Article 7.3 during the term of the Contract.

(b) In the case of suspension, if the Supplier takes appropriate action to address the relevant incident or breach to UNICEF's satisfaction within the period stipulated in the notice of suspension, UNICEF may lift the suspension by written notice to the Supplier and the Contract and all other affected contracts will resume in accordance with their terms. If, however, UNICEF is not satisfied that the matters are being adequately addressed by the Supplier, UNICEF may at any time, exercise its right to terminate the Contract and any other contract between UNICEF and the Supplier.

(c) Any suspension or termination under this Article 7 will be without any liability for termination or other charges or any other liability of any kind.

## ANNEX A

### GENERAL TERMS AND CONDITIONS

#### 8. Full Cooperation with Audits And Investigations

8.1 From time to time, UNICEF may conduct investigations relating to any aspect of the Contract including but not limited to the award of the Contract, the way in which the Contract operates or operated, and the Parties' performance of the Contract generally and including but not limited to the Supplier's compliance with the provisions of Article 7 above. The Supplier will provide its full and timely cooperation with any such inspections, post-payment audits or investigations, including (but not limited to) making its Personnel and any relevant data and documentation available for the purposes of such inspections, post-payment audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such inspections, post-payment audits or investigations access to the Supplier's premises at reasonable times and on reasonable conditions in connection with making its Personnel and any relevant data and documentation available. The Supplier will require its sub-contractors and its agents, including, but not limited to, the Supplier's attorneys, accountants or other advisers, to provide reasonable cooperation with any inspections, post-payment audits or investigations carried out by UNICEF.

#### 9. Privileges and Immunities; Settlement of Disputes

9.1 Nothing in or related to the Contract will be deemed a waiver, express or implied, deliberate or inadvertent, of any of the privileges and immunities of the United Nations, including UNICEF and its subsidiary organs, under the Convention on the Privileges and Immunities of the United Nations, 1946, or otherwise.

9.2 The terms of the Contract will be interpreted and applied without application of any system of national or sub-national law.

9.3 The Parties will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the Contract. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation will take place in accordance with the UNCITRAL Conciliation Rules then in force, or according to such other procedure as may be agreed between the Parties. Any dispute, controversy or claim between the Parties arising out of the Contract which is not resolved within ninety (90) days after one Party receives a request from the other Party for amicable settlement can be referred by either Party to arbitration. The arbitration will take place in accordance with the UNCITRAL Arbitration Rules then in force. The venue of the arbitration will be New York, NY, USA. The decisions of the arbitral tribunal will be based on general principles of international commercial law. The arbitral tribunal will have no authority to award punitive damages. In addition, the arbitral tribunal will have no authority to award interest in excess of the London Inter-Bank Offered Rate (LIBOR) then prevailing and any such interest will be simple interest only. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

#### 10. Notices

10.1 Any notice, request or consent required or permitted to be given or made pursuant to the Contract will be in writing, and addressed to the persons listed in the Contract for the delivery of notices, requests or consents. Notices, requests or consents will be delivered in person, by registered mail, or by confirmed email transmission. Notices, requests or consents will be deemed received upon delivery (if delivered in person), upon signature of receipt (if delivered by registered mail), or twenty-four (24) hours after confirmation of receipt is sent from the addressee's email address (if delivered by confirmed email transmission).

10.2 Any notice, document or receipt issued in connection with the Contract must be consistent with the terms and conditions of the Contract and, in case of any ambiguity, discrepancy or inconsistency, the terms and conditions of the Contract will prevail.

10.3 All documents that comprise the Contract, and all documents, notices and receipts issued or provided pursuant to or in connection with the Contract, will be deemed to include, and will be interpreted and applied consistently with, the provisions of Article 9 (Privileges and Immunities; Settlement of Disputes).

#### 11. Other Provisions

11.1 The Supplier acknowledges UNICEF's commitment to transparency as outlined in UNICEF's Information Disclosure Policy and confirms that it consents to UNICEF's public disclosure of the terms of the Contract should UNICEF so determine and by whatever means UNICEF determines.

11.2 The failure of one Party to object to or take affirmative action with respect to any conduct of the other Party which is in violation of the terms of the Contract will not constitute and will not be construed to be a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

11.3 The Supplier will be considered as having the legal status of an independent contractor as regards UNICEF. Nothing contained in the Contract will be construed as making the Parties principal and agent

or joint venturers.

11.4 (a) Except as expressly provided in the Contract, the Supplier will be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the performance of its obligations under the Contract.

(b) In the event that the Supplier requires the services of sub-contractors to perform any obligations under the Contract, the Supplier will notify UNICEF of this. The terms of any sub-contract will be subject to, and will be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

(c) The Supplier confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Supplier will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Supplier will further cooperate with UNICEF's implementation of this policy.

(d) The Supplier will be fully responsible and liable for all services performed by its Personnel and sub-contractors and for their compliance with the terms and conditions of the Contract. The Supplier's Personnel, including individual sub-contractors, will not be considered in any respect as being the employees or agents of UNICEF.

(e) Without limiting any other provisions of the Contract, the Supplier will be fully responsible and liable for, and UNICEF will not be liable for (i) all payments due to its Personnel and sub-contractors for their services in relation to the performance of the Contract; (ii) any action, omission, negligence or misconduct of the Contractor, its Personnel and sub-contractors; (iii) any insurance coverage which may be necessary or desirable for the purpose of the Contract; (iv) the safety and security of the Contractor's Personnel and sub-contractors' personnel; or (v) any costs, expenses, or claims associated with any illness, injury, death or disability of the Contractor's Personnel and sub-contractors' personnel, it being understood that UNICEF will have no liability or responsibility with regard to any of the events referred to in this Article 11.4(d).

11.5 The Supplier will not, without the prior written consent of UNICEF, assign, transfer, pledge or make other disposition of the Contract, or of any part of the Contract, or of any of the Supplier's rights or obligations under the Contract.

11.6 No grant of time to by a Party to cure a default under the Contract, nor any delay or failure by a Party to exercise any other right or remedy available to it under the Contract, will be deemed to prejudice any rights or remedies available to it under the Contract or constitute a waiver of any rights or remedies available to it under the Contract.

11.7 The Supplier will not seek or file any lien, attachment or other encumbrance against any monies due or to become due under the Contract, and will not permit any other person to do so. It will immediately remove or obtain the removal of any lien, attachment or other encumbrance that is secured against any monies due or to become due under the Contract.

11.8 The Supplier will not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNICEF or the United Nations. Except as regards references to the name of UNICEF for the purposes of annual reports or communication between the Parties and between the Supplier and its Personnel and sub-contractors, the Supplier will not, in any manner whatsoever use the name, emblem or official seal of UNICEF or the United Nations, or any abbreviation of the name of the United Nations, in connection with its business or otherwise without the written permission of UNICEF.

11.9 The Contract may be translated into languages other than English. The translated version of the Contract is for convenience only, and the English language version will govern in all circumstances.

11.10 No modification or change in the Contract, and no waiver of any of its provisions, nor any additional contractual relationship of any kind with the Supplier will be valid and enforceable against UNICEF unless set out in a written amendment to the Contract signed by an authorised official of UNICEF.

11.11 The provisions of Articles 2.8, 2.9, 3.8, 3.9, 4, 5, 7, 8, 9, 11.1, 11.2, 11.4(e), 11.6 and 11.8 will survive delivery of the Goods and the expiry or earlier termination of the Contract.