April 25, 2019

REQUEST FOR PROPOSAL
LRPS-2019-9148448

UNITED NATIONS CHILDREN’S FUND.

Wishes to invite interested companies to provide International institutional consultancy to conduct an assessment of the social protection system in Montenegro. Terms of Reference for this assignment are incorporated in LRPS-2019-9148448 and make integral part of it.

Potential contractors should submit bidding documentation consisting of technical (A) and financial proposal (B) to the following e-mail address: podgorica@unicef.org

The potential contractors are expected to submit a proposal based on Terms of Reference. The proposal will be evaluated against the following criteria:

(1) relevance, efficiency and effectiveness of proposed methodology and technical approach;
(2) organisational and technical capacity of the applicant;
(3) relevant experience in similar type of work; and
(4) budget.

A) Technical proposal - Maximum points: 70

(one separate e-mail; attachment password protected; The reference “LRPS-2019-9148448 International institutional consultancy to conduct an assessment of the social protection system in Montenegro - technical proposal):

The technical proposal should contain:

- Profile of the organisation/institution/agency;
- Structure of the team - qualifications and experience of the members of the team;
- Detailed description of the methodology and technical approach, including level of effort to deliver the outputs (i.e. breakdown of proposed consultancy days, total and per each of the team members);
- Tentative work plan with timeframe and realistic deadlines for deliverables;
- Reference contacts from other clients.

B) Financial proposal - Maximum points: 30

(one separate e-mail; attachment password protected; The reference “LRPS-2019-9148448- International institutional consultancy to conduct an assessment of the social protection system in Montenegro” - financial proposal):
The financial proposal should contain:

- Daily fee rates for each team member, as well as total cost per professional based on the number of working days included in the technical proposal,
- Estimated reimbursable travel costs (all travel must be pre-approved by UNICEF and will be based on most direct and economy class ticket irrespective of the duration of the flight. UNICEF will reimburse the service providers upon the presentation of the travel tickets and boarding pass/receipts etc.). Daily subsistence allowance (DSA) will, where applicable, to be paid up to a maximum of the official UN rate,
- Other costs if applicable.

IMPORTANT-ESSENTIAL INFORMATION

Proposal form LRPS-2019-9148448 must be used when replying to this invitation. The reference “LRPS-2019-9148448 - International institutional consultancy to conduct an assessment of the social protection system in Montenegro” must be indicated in the subject of the e-mails as indicated above.

Passwords for the protected attachments should be sent is separate e-mail to the following e-mail address: mjankovic@unicef.org

Proposals should be submitted in English language. Prices must be given in EUR and without tax as UN Agencies are tax exempt for the purchasing of goods and services.

Proposals must be received by 12:00 CET on May 22, 2019. Proposals received after the stipulated date and time will be invalidated.

UNICEF is part of the United Nations Global Market place (UNGM). Accordingly, all bidders are encouraged to become a UNICEF vendor by creating vendor profile in the UNGM website: www.ungm.org

Due to the nature of this LRPS, there will be no public opening of proposals.

It is important that you read all the provisions of the bid, to ensure that you understand UNICEF's requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of your proposal.

In accordance with UNICEF Rules and Regulations the award and the reasons for making the award are UNICEF’s internal decision and information about other bidders or their bids must not be divulged.

The invitation for submission of proposals does not obligate signing of the contract with bidders, nor does it assume the obligation to pay the costs of preparing the bids. UNICEF accepts no responsibility for undelivered proposals and will not accept proposals after the closing date and time.

THE PROPOSAL WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

A) Technical evaluation - Maximum points: 70
- Professional profile - 20
- Proposed Methodology and Approach - 25
- Quality of Personnel and Suitability for the assignment - 25

B) Financial proposal (Budget)-Maximum points: 30

- Technical proposal evaluation. Proposals passing the minimum technical pass score (49 points - 70% of the maximum points obtainable for technical proposal) will continue into the Financial proposal evaluation.

- Financial proposal evaluation. The lowest price proposal will be awarded the full score assigned to the commercial proposal.

- Recommendation. The recommendation for award of contract will be based on best combination of technical and financial score.

- Final award and contracts. Based on verified nominations and final scores, contract negotiations could be initiated with one or more successful Proposers.

- Each proposal will be evaluated against a weight allocation of 70% for the technical proposal and 30% for the commercial (financial) proposal. The total maximum obtainable points is 100.

- The UNICEF evaluation team will select the Proposal which is of high quality, clear and meets the stated requirements and offers the best combination of technical and financial score.