July 11, 2019
REQUEST FOR PROPOSAL
LRPS-2019-9149835
RE - ADVERTISEMENT

UNITED NATIONS CHILDREN’S FUND.
Wishes to invite interested companies to provide International Institutional Consultancy for the scaling up of the Parenting for Lifelong Health programme in Montenegro through provision of training of new facilitators and supervisors for UNICEF Montenegro. Terms of Reference for this assignment are incorporated in LRPS-2019-9149835 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.

A) Technical evaluation - Maximum points: 70

(one separate e-mail; attachment password protected; The reference “LRPS - 2019-9149835 International Institutional Consultancy for the scaling up of the Parenting for Lifelong Health programme in Montenegro through provision of training of new facilitators and supervisors for UNICEF Montenegro - technical proposal):

- Profile of the organisation/institution/agency;
- Structure of the team - qualifications and experience of the members of the team (including CVs of each team member) and specific role of each member in the exercise;
- Detailed description of the technical approach including training agendas;
- Tentative work plan with timeframe and deadlines for deliverables;
- Budget;

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

(one separate e-mail; attachment password protected; The reference “LRPS - 2019-9149835 International Institutional Consultancy for the scaling up of the Parenting for Lifelong Health programme in Montenegro” - financial proposal)

LRPS - 2019-9149835 (filled out and signed)

IMPORTANT-ESSENTIAL INFORMATION

Proposal form LRPS-2019-9149835 must be used when replying to this invitation. The reference “LRPS - 2019-9149835 International Institutional Consultancy for the scaling up of the Parenting for Lifelong Health programme in Montenegro through provision of training of new facilitators and supervisors for UNICEF 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 hrs CET on July 18, 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

- Completeness of response 5
- Company and Key Personnel 35
- Proposed Technical Approach 30

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 maximum number of 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.