LRFP-2026-9206339 26 Sep 2026

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Rehabilitation and upgrading of school WASH and Menstrual Health Management/MHM/ facilities in Two Schools in Somali Region

Bid submission deadline is 19 Oct 2026 and 11:59 Hrs.

Proposals should be sent by:

Email to:ETH-Tenderconstruction@unicef.org

BID CONFERENCE DATE
On 06 October 2026 at 3:00PM East African Time (EAT).

VENUE:
UNICEF office, ECA compounds, Zambezi building, 2nd-floor East wing Hibret meeting room. Interested bidders should send the names of their participants to email id Eth-supplyQAconstruction@unicef.org before 5th October 2026, 11:00 AM (EAT)

ENQUIRY CLOSING DATE:
15 October 2026 @11:00AM East African Time. All enquiries should be sent to email id Eth-supplyQAconstruction@unicef.org

BID CLOSING DATE:
19 October 2026 @ 11:59PM EAST AFRICAN TIME

SECURED EMAIL ID FOR BID SUBMISSION
SUBMISSION OF BIDS ONLY ALLOWED THROUGH THE SECURED E-MAIL ADDRESS: Eth-tenderconstruction@unicef.org

Bids received after the stipulated date & time, to incorrect email ids will be invalidated.

MODALITY OF SUBMISSION
Bids must be split into 2 (two) separate emails as follows:
(i) Technical Proposal (TP) - All TP must be submitted in PDF format. TheTP SHOULD NOT CONTAIN any information relating to prices or fees. All legal, credential and any other documents submitted in the TP should be clearly scanned and visible.

Email subject line must be titled "LRFP-9206339-Technical Proposal-Company Name)".

(ii) Financial Proposal - all information relating to prices or fees must be entered in the attached BoQ and submitted in an e-mail as an attachment in both PDF and Excel Versions.

Email subject line must be titled "LRFP-9206339-Financial Proposal-Company Name).

It is important that you read all the provisions of the Request for Proposal to ensure that you understand and comply with all UNICEF's requirements.

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

Prepared By:

Date:

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

Email :

Approved By:

Date:

REQUEST FOR PROPOSAL FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF.

Proposal must be made in accordance with the instructions contained in this Request for Proposal for Services (RFPS).

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

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

The Undersigned, having read the Terms and Conditions of RFPS No. **LRFP-2026-9206339** set out in the attached document, hereby offers to execute the services specified in this document.

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate which of the following Early Payment Discounts Terms are offered by you:

10 Days 3.0%_____15 Days 2.5%_____20 Days 2.0%_____30 Days Net_____Other_____

Declaration

The undersigned, being a duly authorized representative of the Company, represents and declares that:

1.	The Company and its Management[1] have not been found guilty pursuant to a final judgment or a final administrative decision of any of the following:	YES	NO
	a. fraud;	☐	☐
	b. corruption;	☐	☐
	c. conduct related to a criminal organization;	☐	☐
	d. money laundering or terrorist financing;	☐	☐
	e. terrorist offences or offences linked to terrorist activities;	☐	☐
	f. sexual exploitation and abuse;	☐	☐
	g. child labour, forced labour, human trafficking; or	☐	☐
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Company or its Management).	☐	☐

[1] "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.

2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct .	☐	☐
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	☐	☐
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	☐	☐
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (*creating a shell company*).	☐	☐
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5)*(being a shell company).*	☐	☐

The UNICEF reserves the right to disqualify the Company suspend or terminate any contract or other arrangement between the UNICEF and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNICEF of any changes in the situations declared.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNICEF and the Company.

Signature: _____

Date: _____

Name & Title: _____

Name of the Company: _____

UNGM #: _____

Postal Address: _____

E-mail : _____

PART I – PURPOSE OF THIS REQUEST FOR PROPOSALS FOR CONSTRUCTION WORKS

1. BACKGROUND

1.1 UNICEF promotes the rights and wellbeing of every child, in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

2. SOLICITATION

2.1 The purpose of this Request for Proposals for Construction Works "RFPS") is to invite proposals for Rehabilitation and upgrading of school WASH and Menstrual as fully detailed in the Terms of Reference attached at Annex B

2.2 This RFPS document is comprised of the following:

- This document
- The UNICEF Standard Contract for Construction Works (Form A) and Standard Contract for Construction Works (Form B) which are attached as Annex A to this document
- The full Terms of Reference attached at Annex B
- TOR AND BOQ

2.3 This RFPS is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Proposer and UNICEF and nothing in or in connection with this RFPS shall give rise to any liability on the part of UNICEF unless and until a contract is signed by UNICEF and the successful Proposer.

PART II – PROPOSAL SUBMISSION PROCESS

1. PROPOSAL SUBMISSION SCHEDULE

1.1 Acknowledgement of receipt of RFPS. Proposers are requested to inform UNICEF as soon as possible by Email to eth supply generic email at eth-supplyQAconstruction@unicef.org that they have received this RFPS.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE – ANY PROPOSALS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED.

1.2 Questions from Proposers. Proposers are required to submit any questions in respect of this RFPS by Email to eth supply generic email at eth-supplyQAconstruction@unicef.org. The deadline for receipt of any questions is 15 Oct 2026 and 11:00 Hrs.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE – ANY PROPOSALS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED.

Proposers are required to keep all questions as clear and concise as possible.

Proposers are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFPS, providing full details. Proposers will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Proposers and/or post these on the UNICEF website and/or respond to the question at a bid conference. After any such bid conference, a Questions and Answers document may be prepared and will be made available in public.

1.3 Amendments to RFPS Documents. At any time prior to the Submission Deadline, UNICEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the RFPS documents by amendment. If the RFPS was available publicly online, amendments will also be posted publicly online. Further, all prospective Proposers who have received the

RFPS documents directly from UNICEF will be notified in writing of all amendments to the RFPS documents. In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

1.4 Site Visit Site visit for this project is **OPTIONAL** and the proposers are encouraged to undertake site visits before submitting the proposal.

Site Visit details:

Highly recomended

1.5 Bid conference. A bid conference will be held on 06 Oct 2026 and 15:00 Hrs at the UNICEF office in ECA compound Zambezibuilding, 2nd-floor East wing.

1.6 Submission Deadline. The deadline for submission of proposals is as follows: 19 Oct 2026 and 11:59 Hrs.

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

1.7 Proposal Opening. Due to the nature of this RFPS, there will be no public opening of proposals

1.8 Proposal Submission Instruction:

1.8.1: The Request for Proposal for Construction Works Form must be signed, and submitted together with the Proposal. The Request for Proposal for Construction Works Form should be signed by the duly authorized representative of the submitting company.

1.8.2: EMAILED PROPOSALS (Electronic submission of Proposals)

1.8.2: All e-mailed Proposals must be submitted to ETH-Tenderconstruction@unicef.org, the ONLY ACCEPTABLE
E-MAIL ADDRESS for receipt of Proposals. No other recipient should be "Cc" or "Bcc" in the e-mail submission.

1.8.3: Proposals can be sent in batches not to exceed UNICEF's e-mail size quota of twenty-five(25) megabytes per e-mail.

1.8.4: All e-mail communication in relation to the Proposal must clearly indicate the reference RFPS number followed by the company name (e.g. INVITEE LIST for LRFP-2026-9206339) in the "Subject" line of the e-mail.

1.8.5: All Proposals submitted by e-mail must be submitted as PDF (Portable Document Format) files. 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.

1.8.6: Upon receipt of the Proposal submission, an "acknowledge receipt" will be generated automatically and sent to the sender's e-mail address. The notification serves as the only proof of receipt from UNICEF.

2. LANGUAGE

2.1 The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and UNICEF, will be written in English Supporting documents and printed literature furnished by the Proposer may be in another language provided that they are accompanied by an appropriate translation in English. When interpreting the Proposal, the translated version of these supporting documents and printed literature will prevail over the original version of these documents. The sole responsibility for translation, including the accuracy of the translation, will rest with the Proposer.

3. VALIDITY OF PROPOSALS; MODIFICATION AND CLARIFICATIONS; WITHDRAWAL

3.1 Validity Period. Proposers must indicate the validity period of their Proposal. Proposals should be valid for a period of not less than one hundred and twenty (120) days after the Submission Deadline. UNICEF reserves the right not to consider proposals that are valid for a shorter period of time. UNICEF may request the Proposer to extend the validity period. The Proposal of Proposers who decline to extend the validity of their Proposal shall become disqualified as no longer valid.

3.2 Other Changes. All changes to a Proposal must be received by UNICEF prior to the Submission Deadline. The Proposer must clearly indicate that the revised Proposal is a modification and supersedes the earlier version of the Proposal, or state the changes from the original Proposal.

3.3 Withdrawal of Proposal. A Proposal may be withdrawn by the Proposer on e-mailed or written request received by UNICEF from the Proposer prior to Submission Deadline. Negligence on the part of the Proposer confers no right for the withdrawal of the Proposal after it has been opened.

3.4 Clarifications Requested by UNICEF. During the evaluation of Proposals, UNICEF may, in its sole discretion, seek clarifications from any Proposer in order for UNICEF to fully understand the Proposer's Proposal and assist in the examination, evaluation and comparison of Proposals. UNICEF may seek such clarifications through written communications or may request an interview with any Proposer. During this clarification process, no change in the price or substance of the Proposal will be sought, offered or permitted, except as required in order to allow for correction of arithmetical errors discovered by UNICEF.

3.5 References. UNICEF reserves the right to contact any or all references supplied by the Proposer(s) and to seek references from other sources as UNICEF deems appropriate.

4. ELIGIBILITY;PROPOSER INFORMATION

4.1 Proposer. The term "Proposer" refers to those companies that submit a proposal pursuant to this RFPS and "Proposal" refers to all the documents provided by the Proposer in its response to this RFPS. A Proposer will only be eligible for consideration if it complies with the representations set out in Part V of this RFPS, including the representations on ethical standards, including conflicts of interest.

4.2 Joint Venture, Consortium or Association.

(a) If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the proposal, each such legal entity will confirm in their joint Proposal that:

(i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint Venture Agreement among the legal entities, which will be submitted along with the Proposal; and

(ii) if they are awarded the contract, the designated lead entity will enter into the contract with UNICEF, who will be acting for and on behalf of all the member entities comprising the joint venture.

(b) After the Proposal has been submitted to UNICEF, the lead entity identified to represent the joint venture will not be altered without the prior written consent of UNICEF.

(c) If a joint venture's Proposal is the Proposal selected for award, UNICEF will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities and will be solely responsible for the coordination and implementation of the works. All payments for the accepted works will only be made to the lead entity only.

4.3 Proposals from Government Organizations. The eligibility of Proposers that are wholly or partly owned by the Government will be subject to UNICEF's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to these RFPS documents, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

4.4 Proposals from organizations where the sole proprietor is a former or retired UNICEF/UN staff member. Any organization, whose sole proprietor is a former or retired staff member of UNICEF (or any other

United Nations organization), which submits a Proposal must disclose his/her previous United Nations employment at the time of submission. Any such Proposal will be treated as though the Proposal came from an individual for the purposes of UNICEF's standard conditions on contracting former and retired members of staff.

5. PREPARATION OF OFFER

5.1 Proposers are responsible to inform themselves in preparing their Proposal. In this regard, the Proposers will ensure that they:

- Examine all terms, requirements and formal submission instructions (e.g. regarding form and timing of submission, marking of envelopes, no price information in technical proposal etc.) included in the RFPS documents (including the Instruction to Proposers section);
- Review the RFPS to ensure that they have a complete copy of all documents;
- Review the UNICEF Standard Contract for Construction Works (Form A) and Standard Contract for Construction Works (Form B) publicly available on the UNICEF Supply website: https://www.unicef.org/supply/resources/procurement-policies ;
- Review the UNICEF policies publicly available on the UNICEF Supply website: https://www.unicef.org/supply/resources/procurement-policies. In particular, Proposers should familiarize themselves with the obligations imposed on suppliers and their personnel and sub-contractors under the UNICEF Policy Prohibiting and Combatting Fraud and Corruption and the UNICEF Policy on Conduct Promoting the Protection and Safeguarding of Children;
- Attend any bid conference if it is mandatory under this RFPS;
- Fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the works.

Proposers acknowledge that UNICEF, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy or completeness of this RFPS or any other information provided to the Proposers.

5.2 Failure to meet all requirements and instructions in the RFPS documents or to provide all requested information will be at the Proposer's own risk, and may result in rejection of the Proposer's Proposal.

5.3 The Proposal must be organized to follow the format of this RFPS. Each Proposer must respond to the stated requests or requirements, and indicate that the Proposer understands and confirms acceptance of UNICEF's stated requirements. The Proposer should identify any substantive assumption made in preparing its offer. The deferral of a response to a question or issue to any contract negotiation stage is not acceptable. Any item not specifically addressed in the Proposal will be deemed as accepted by the Proposer. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect the evaluation of the Proposal.

5.4 All references to descriptive materials should be included in the appropriate Proposal paragraph, though the material/documents themselves may be provided as annexes to the Proposal. The Proposer must also provide sufficient information in the Proposal to address each area of the evaluation criteria as presented in this document to allow a fair assessment of all of the Proposers and their Proposals. It is for UNICEF to determine, in its sole discretion, whether information provided is sufficient.

5.5 The completed and signed Request for Proposal for Construction Works Services Form must be submitted together with the Proposal. The Request for Proposal for Construction Works Form must be signed by a duly authorized representative of the Organization/Company.

5.6 Proposals must be clearly marked with the RFPS number.

5.7 If answer sheets are provided by UNICEF then these must be completed by the Proposer.

5.8 Technical Proposal: The Technical Proposal should address the criteria and requirements outlined in this RFPS, paying particular attention to its Terms of Reference and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service need. **NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.**

5.9 Price Proposal: The Price Proposal should be prepared in accordance with the requirements contained

in the Terms of Reference for this RFPS.

5.10 Each Proposer acknowledges that its participation in any stage of the solicitation process for this RFPS is at its own risk and cost. The Proposer is responsible for, and UNICEF is not responsible for, the costs of preparing its Proposal or response to this RFPS, attendance at any bid conference, site visit, meetings or oral presentations, regardless of the conduct or outcome of the solicitation process.

5.11 The Proposer's Proposal will include all the annexes attached to the Terms of Reference.

6. PROPOSAL DOCUMENTS; CONFIDENTIALITY

6.1 This RFPS, together with all Proposal documents provided by the Proposer to UNICEF, will be considered the property of UNICEF and Proposals will not be returned to the Proposers.

6.2 Information contained in the Proposal documents, which the Proposer considers to be its confidential information, should be clearly marked "confidential", next to the relevant part of the text, and UNICEF will treat such information accordingly.

6.3 All information and documents provided to the Proposers by UNICEF ("RFPS Materials") shall be treated as confidential by the Proposers. If the Proposer declines to respond to this RFPS, or, if the Proposal is rejected or unsuccessful, the Proposer will promptly destroy or delete all such RFPS Materials. The Proposer shall not use the RFPS Materials for any purpose other than the purpose of preparing a Proposal and shall not disclose the RFPS Materials to any third party, except: (a) with the prior written consent of UNICEF; (b) where the third party is assisting the Proposer in preparing the Proposal, provided the Proposer has previously ensured that party's adherence to this duty of confidentiality; (c) if the relevant RFPS Materials are at the time of this RFPS lawfully in the possession of the Proposer through a party other than UNICEF; (d) if required by law, and provided that the Proposer has previously informed UNICEF in writing of its obligation to disclose the RFPS Materials; or (e) if the RFPS Materials are generally and publicly available other than as a result of breach of confidence by the person receiving the RFPS Materials.

7. MULTIPLE PROPOSALS AND PROPOSALS FROM RELATED ORGANIZATIONS

7.1 Proposers shall not submit more than one Proposal as part of this RFPS process.

7.2 If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal then neither the lead entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal.

7.3 UNICEF reserves the right to reject separate Proposals submitted by two or more Proposers if the Proposers are related organizations and are found to have any of the following:

(a) they have at least one controlling partner, director or shareholder in common; or

(b) any one of them receive or have received any direct or indirect subsidy from the other(s); or

(c) they have a relationship with each other, that gives one or more Proposers access to confidential information about, or influence over, the other Proposal(s); or

(d) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or

(e) an individual proposed to be in the team of one Proposer participates in more than one Proposal received for this solicitation process.

PART III –AWARD/ADJUDICATION OF PROPSALS

1. AWARD

1.1 Proposal Evaluation Process.The evaluation is carried out by UNICEF in accordance with UNICEF's regulations, rules and practices and all determinations are made in UNICEF's sole discretion.

After opening the Proposals, UNICEF will carry out the following steps in the following order:

- *First,* each Proposal will be evaluated for compliance with the mandatory requirements of this RFPS. Proposals deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFPS, including, but not limited to, failure to provide all required information, may result in a Proposal being disqualified from further consideration.

- *Second,* UNICEF will evaluate the Technical Proposal part for compliance with the technical requirements stated in this RFPS on the basis of the Proposal evaluation approach set out below.

- *Third,* UNICEF will undertake a commercial evaluation of the Price Proposal part of technically compliant Proposals on the basis of the Proposal evaluation approach set out below.

1.2 Proposal Evaluation Approach.

The evaluation criteria will be a split between technical and commercial (price proposal) scores (a 60 / 40 split).

Proposals submitted in response to this RFPS should include and will be evaluated against the following:

a) Technical Evaluation

Technical evaluation criteria described in the Terms of Reference attached at Annex B

Total Maximum 60 Points

Only Proposals which receive a minimum of 42 points will be considered further.

b) Price Proposal (commercial evaluation)

The total amount of points allocated for the price component is 40 The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

Score for price proposal X = (Max. score for price proposal (40 Points) * Price of lowest priced proposal) / Price of proposal X

Total obtainable Technical and Price points: 100

The Proposer(s) achieving the highest combined technical and price score will (subject to any negotiations and the various other rights of UNICEF detailed in this RFPS) be awarded the contract(s).

1.3 Multiple Arrangements. UNICEF reserves the right to make multiple arrangements for any service(s) where UNICEF considers it to be in its best interest to do so.

1.4 Negotiation. UNICEF reserves the right to negotiate with the Proposer(s) that has/have attained the best rating/ranking, i.e. those providing the overall best value Proposal.

1.5 Award Notification. UNICEF will only notify the Proposer(s) that has/have been awarded the contract(s) resulting from this solicitation process; UNICEF may, but is not required to, notify the other Proposers of the outcome of this solicitation process.

2. STANDARD CONTRACT FOR CONSTRUCTION WORKS

2.1 UNICEF's Standard Contract for Construction Works (Form A or Form B) will apply to any contract(s) awarded in connection with this RFPS. By signing the Request for Proposal for Construction Works Form, each Proposer is deemed to have confirmed its acceptance of the UNICEF Standard Contract for Construction Works (Form A and Form B). The Proposer understands that if it proposes any amendments or additional terms to the UNICEF Standard Contract for Construction Works (Form A or Form B), these must be clearly detailed in the Proposal and may negatively affect the evaluation of the Proposal and

UNICEF reserves the right to reject the Proposer's Proposal.

3. RIGHTS OF UNICEF

3.1 UNICEF reserves the following rights:

(a) to accept any Proposal, in whole or in part; to reject any or all Proposals; or to cancel this solicitation process in its entirety;

(b) to verify any information contained in Proposer's response (and the Proposer will provide UNICEF with its reasonable cooperation with such verification);

(c) to invalidate any Proposal received from a Proposer that, in UNICEF's sole opinion has previously failed to perform satisfactorily or complete contracts on time, or UNICEF believes is not in a position to perform the contract;

(d) to invalidate any Proposal that, in UNICEF's sole opinion, fails to meet the requirements and instructions stated in this RFPS;

(e) to suspend negotiations or withdraw an award to a Proposer at any time up until a contract has been signed with such Proposer. UNICEF is not required to provide any justification, but will give notice prior to any such suspension of negotiations or withdrawal of award.

3.2 UNICEF is not liable to any Proposer for any costs, expense or loss incurred or suffered by such Proposer in connection with this RFPS or solicitation process, including, but not limited to, any costs, expense or loss incurred as result of UNICEF exercising any of its rights in paragraph 3.1 above.

PART IV – REQUIREMENTS

1. PRICE AND PAYMENT

1.1 Price. The fee for the works and deliverables will be treated as inclusive of all costs, expenses, charges or fees that the Proposer may incur in connection with the performance of the work. The Proposer is invited to offer any unconditional discounts. Further, the Proposer may offer early payment discounts, i. e. payment within a specific period of time faster than UNICEF's standard payment terms of 30 days.

1.2 Payment Terms. Invoices may be issued to UNICEF only after the works (or components of the works) have been provided and the deliverables (or installments of the deliverables) have been delivered (a) in accordance with the contract and (b) to UNICEF's satisfaction. The standard terms of payment are net 30 days, after receipt of invoice. Payment will be effected by bank transfer in the currency of the contract.

The Proposer will suggest a payment schedule for the contract that is linked to clear milestones and/or deliverables identified in the Terms of Reference. UNICEF reserves the right to accept or reject or propose amendments to the proposed payment schedules.

1.3 Currency. (a) The currency of the Proposal shall be in ETB. UNICEF will reject any proposals submitted in another currency.

(b) If the above paragraph (a) explicitly permits two or more specified currencies for the Proposals, then for evaluation purposes only, offers submitted in a currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the submission deadline date.

1.4 Taxes. Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNICEF as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services. , and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All prices/rates quoted in the Proposal must be net of any direct taxes and any other taxes and duties, unless otherwise specified in the RFPS documents.

2. IMPLEMENTATION

2.1 No Reliance. Except as expressly set out in the RFPS documents, UNICEF will have no obligation to provide any assistance to the contractor and UNICEF makes no representations as to the availability of

any facilities, equipment, materials, systems or licenses which may be helpful or useful for the performance of the work. If the Proposer requires any facilities, equipment, materials, systems or licenses in order to do the work, this must be explicitly detailed in its Proposal.

2.2 Sub-contractors. Proposers must identify in their Proposal, any products which may be offered by themselves, but originate from another supplier and/or country. Further, Proposers must identify in their proposal any planned subcontracting of works. All subcontracting arrangements will be reviewed by UNICEF as part of its evaluation of the Proposal.

2.3 Key personnel. If so required in the Terms of Reference each key personnel profile requested in the Terms of Reference must sign an exclusivity and availability statement. The purpose of Exclusivity and Availability Statement is as follows:

(a) The key personnel proposed in the Proposal must not be part of any other Proposer's Proposal being submitted for this RFPS process. They must therefore engage themselves exclusively to the Proposer.

(b) Each key personnel must also undertake to be available, able and willing to work for all the period foreseen for his/her input during the implementation of the contract as indicated in the Terms of Reference/ and the Proposal.

Having selected a Proposal partly on the basis of an evaluation of the key personnel presented in the Proposal, UNICEF expects the contract to be executed by these specific personnel. As the expected date of mobilization is given in the RFPS, UNICEF will only consider substitutions after the deadline for the submission of offers in cases of unexpected delays in the commencement date beyond the control of the Proposer, or exceptionally because of the incapacity of a key personnel for health reasons or due to force majeure or other circumstances which may justify a replacement and which would not have any effect on the selection of the Proposal. The desire of a Proposer to use a key personnel on another project or a change of mind on the part of a key personnel about the contract will not be accepted as a reason for substitution of any of the key personnel.

2.4 Joint Ventures. The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of this RFPS, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture will be subject to the eligibility and qualification assessment by UNICEF.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in this RFPS, it should present such information in the following manner:
a) Those that were undertaken together by the joint venture; and
b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the works defined in this RFPS.

Previous contracts completed by individuals working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individuals themselves in their presentation of their individual credentials.

PART V – PROPOSER REPRESENTATIONS

1. PRICE – MOST FAVOURED CUSTOMER

1.1 The Proposer confirms that the fees, rates and charges and related pricing terms with respect to the works specified in the Proposal are the most favourable pricing terms available to any customer of the Proposer (or any of the Proposer's affiliates). If at any time during the term of any contract resulting from the Proposal, any other customer of the Proposer (or of any of the Proposer's affiliates) obtains more favourable pricing terms than those provided to UNICEF, the Proposer will retroactively adjust the fee and related pricing terms under the contract to conform to the more favourable terms and the Proposer will promptly pay UNICEF any amounts owing to UNICEF as a result of such retroactive fee adjustment.

2. GENERAL REPRESENTATIONS

By submitting its Proposal in response to this RFPS, the Proposer confirms to UNICEF as at the Submission Deadline:

2.1 The Proposer has (a) the full authority and power to submit the Proposal and to enter into any resulting contract, and (b) all rights, licenses, authority and resources necessary, as applicable, to develop, source and supply the works and to perform its other obligations under any resulting contract. The Proposer 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 any service, deliverable or outcome that may be acquired under any resulting contract.

2.2 All of the information it has provided to UNICEF concerning the works and the Proposer is true, correct, accurate and not misleading.

2.3 The Proposer is financially solvent and is able to supply the works to UNICEF in accordance with the requirements described in this RFPS.

2.4 The use or supply of the works does not and will not infringe any patent, design, trade-name or trade-mark.

2.5 The development and supply of the works has complied, does comply, and will comply with all applicable laws, rules and regulations.

2.6 The Proposer 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.

2.7 It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting contract.

2.8 The Proposer agrees to be bound by the decisions of UNICEF, including but not limited to, decisions as to whether the Proposer's Proposal meets the requirements and instructions stated in this RFPS and the results of the evaluation process.

3. ETHICAL STANDARDS

UNICEF requires that all Proposers observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this solicitation process. UNICEF also actively promotes the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibition of sexual exploitation and sexual abuse.

By submitting its Proposal in response to this RFPS, the Proposer makes the following representations and warranties to UNICEF as at the Submission Deadline:

3.1 In respect of all aspects of the solicitation process the Proposer 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. In particular, the Proposer has disclosed to UNICEF if it or any of its affiliates is, or has been in the past, engaged by UNICEF to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the works requested under this RFPS; or if it or any of its affiliates has been involved in the preparation and/or design of the programme/ project related to the works requested under this RFPS.

3.2 The Proposer has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.

3.3 No official of UNICEF or of any United Nations System organisation has received from or on behalf of the Proposer, or will be offered by or on behalf of the Proposer, any direct or indirect benefit in connection with this RFPS including the award of the contract to the Proposer. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.

3.4 The following requirements with regard to former UNICEF officials have been complied with and will be complied with:

(a) During the one (1) year period after an official has separated from UNICEF, the Proposer 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 Proposer has participated.

(b) 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 Proposer, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.

3.5 Neither the Proposer 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 Proposer 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. If the Proposer or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the term of any resulting contract, UNICEF will be entitled to suspend the contract for a period of time up to thirty (30) days or terminate the contract, at its sole choice, with immediate effect upon delivery of a written notice of suspension or termination, as the case may be, to the Proposer. If UNICEF choses to suspend the contract it will be entitled to terminate the contract at the end of the thirty (30) days' suspension at UNICEF's sole choice.

3.6 The Proposer will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the solicitation process and in the performance of any resulting contract; and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption which can be accessed on the UNICEF website at https://www.unicef.org/supply/resources/procurement-policies. In particular, the Proposer 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.

3.7 The Proposer will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - www.ungm.org).

3.8 Neither the Proposer nor any of its affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set forth 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.

3.9 The Proposer 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 Proposer to perform any works and services in the Proposer's participation in this solicitation. 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. The Proposer has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Proposer, 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.

3.10 The Proposer confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Proposer 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 Proposer will further cooperate with UNICEF's implementation of this Policy.

3.11 The Proposer 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 3.

3.12 Each of the provisions in this Article 3 of Part V constitutes an essential condition of participation in this solicitation process. In the event of a breach of any of these provisions, UNICEF is entitled to disqualify the Proposer from this solicitation process and/or any other solicitation process, and to terminate any contract that may have been awarded as a result of this solicitation process, immediately upon notice to the Proposer, without any liability for termination charges or any liability of any kind. In addition, the Proposer may be precluded from doing business with UNICEF and any other entity of the United Nations

System in the future.

4. AUDIT

4.1 From time to time, UNICEF may conduct audits or investigations relating to any aspect of a contract awarded in relation to this RFPS, including but not limited to the award of the contract and the Proposer's compliance with the provisions of Article 3 above. The Proposer will provide its full and timely cooperation with any such audits or investigations, including (but not limited to) making its personnel and any relevant data and documentation available for the purposes of such audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such audits or investigations access to the Proposer's premises at reasonable times and on reasonable conditions in connection with making its personnel and any relevant data and documentation available. The Proposer will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by UNICEF.

UNICEF ETHIOPIA COUNTRY OFFICE TERMS OF REFERENCE FOR CONSTRUCTION SERVICES

Assignment: Rehabilitation and Upgrading of School WASH and Menstrual Health Management/MHM/ Facilities in Two Schools in Somali Region

Locations: Somali region, Gashamo and Dhanan Woreda, Benano Boarding school and Danod School

Contracting Authority: UNICEF Ethiopia Country Office

Contract Type: Lump-sum construction contract by lot, subject to written Variations only

1. BACKGROUND

UNICEF Ethiopia Country Office (ECO) is supporting the Ministry of Education (MoE) in its effort to transform schools and learning and improve learning outcomes through the Global Partnership for Education (GPE) funded Systems Transformation of Education (STEP) for Girls and Learning. This programme supports the goals of Ethiopia's Education Transformation Programme (EETP), a reform agenda which prioritizes improving learning outcomes for all children and increase access and equity in education.

In light of the above, to increase access to gender responsive WASH facilities, menstrual heath management/MHM/ and disability inclusivity in secondary schools, UNICEF ECO will rehabilitate and upgrade MHM and WASH Facilities in two schools in Somali region as detailed in the Scope of the Work.

2. OBJECTIVE

To complete the construction, rehabilitation works described in the drawings, specifications and priced BOQ, safely and to the required quality, within the agreed time and Contract Price.

The completed facilities shall be functional, accessible, maintainable and compliant with applicable legal, technical, environmental, social and safeguarding requirements.

3. LOT STRUCTURE AND SITE INFORMATION

Lot	School	Location	Type	GPS Coordinates
1	Benano Boarding School	Somali Region, Jarar Zone, Gashano Woreda	New construction and Rehabilitation work	8°09'33.5"N 45°21'42.5"E
2	Danod Secondary School	Somali Region, Dollo, Dhanan Woreda	New construction and Rehabilitation work	7°32′51.341″N 45°17′40.439″E

Note: All interested bidders are strongly advised to undertake a site visit prior to the submission of their proposals. The purpose of the site visit is to enable bidders to familiarize themselves with the existing site conditions, assess the scope of work, verify relevant information, and obtain all necessary data required for the preparation of responsive, realistic, and comprehensive technical and financial proposals.

Submission of a proposal shall indicate that the bidder has made reasonable efforts to familiarize itself with the site conditions and has considered the relevant information in preparing its technical and financial proposal.

4. SCOPE OF WORK AND ESSENTIAL REQUIREMENTS

Contract basis. The Contractor shall execute and complete all work required by the Contract documents, including drawings, specifications, BOQ, addenda and written instructions. The Contract is not subject to automatic remeasurement.

- Mobilize qualified personnel, labour, plant, temporary facilities, materials, utilities and site controls.
- Verify site conditions and dimensions; promptly notify the Engineer of discrepancies before affected work proceeds.
- Submit the programme, method statements, shop drawings, samples, material data, QA/QC plan, HSE plan, environmental/social plan and safeguarding/PSEA arrangements for review.
- Carry out setting-out, procurement, construction, testing, commissioning, cleaning, training, handover and defect correction.
- Protect occupants, children, workers, existing services and adjacent property; maintain safe access and continuity of essential operations where applicable.
- Provide approved as-built drawings, test results, warranties, operation and maintenance information and completion records.

Pre-construction, mobilization and submittals

Attend site handover and complete a joint site/condition survey with the Engineer/Supervision Consultant, confirming boundaries, benchmarks, levels, access, utilities, interfaces and any constraints before physical work starts.

Within seven (7) calendar days of commencement, submit a resource-loaded baseline programme for each awarded lot showing activity sequence, critical path/milestones, labour and plant, procurement lead times and cash-flow/resource deployment; keep it updated during implementation.

Before the relevant activity, submit method statements, shop drawings/details, material data/samples, procurement schedule, Quality

Management Plan, Inspection and Test Plan (ITP), site logistics plan, HSE/environmental-social measures, safeguarding/PSEA arrangements, workers' Code of Conduct and emergency arrangements for review/approval. Review or approval does not relieve the Contractor of responsibility under the Contract.

Provide all temporary facilities, fencing/barriers, storage, signage, security, temporary utilities, access controls, worker welfare and protection of existing property/services required for safe execution.

General construction scope - both lots

Civil and structural works: site clearance, setting out, earthworks, excavation/backfill, compaction, reinforced/plain concrete, reinforcement/formwork, masonry, structural framing, metal works, roofing, damp/waterproofing and associated works in accordance with the approved design.

Architectural and finishing works: doors/windows, ceilings, plastering, painting, floor/wall finishes, joinery, fixtures, accessibility features and all finishes shown in the contract documents.

Electrical works: distribution boards, conduits/wiring, outlets, switches, lighting, earthing/protection, low-voltage services and solar power systems where included in the applicable lot, including coordination with all other trades.

Sanitary/plumbing works: water-supply systems, drainage/sewerage, pipes/fittings, fixtures, toilets, sinks, showers and all related testing and connections shown in the approved documents.

External/site works: access, drainage, utilities, landscaping/reinstatement and other site-development works included in the drawings, specifications and BOQ.

Testing, commissioning, snag correction, final cleaning and handover of a complete, safe, accessible and functional school for each awarded lot.

Sustainability, environmental/social safeguards, accessibility and safeguarding

Implement all accessibility requirements shown in the approved design and maintain safe, inclusive access. Proposed substitutions shall not reduce accessibility, safety, durability or environmental performance.

Minimize the environmental footprint through efficient use of water and energy; lawful and responsible sourcing; preference for durable/local compliant materials where technically appropriate; waste segregation and lawful disposal; reuse/recycling where feasible; dust/noise/runoff/erosion control; protection of drainage/vegetation; and reinstatement of disturbed areas. Hazardous materials shall be handled, stored and disposed of in accordance with applicable requirements.

Implement site-specific HSE and environmental/social controls including secure boundaries, safe pedestrian/traffic routes, excavation and working-at-height controls, emergency preparedness, worker welfare and effective segregation of construction activities from students and school operations where facilities remain in use.

- Safeguarding is a mandatory contractual requirement. Contractor/subcontractor personnel shall comply with UNICEF's applicable safeguarding, PSEA, child safeguarding and GBV/SEA/SH requirements; sign and follow the Code of Conduct; complete induction before site access; and maintain professional boundaries. Child labour, forced labour, exploitation, harassment, discrimination, unauthorized contact with children and unauthorized photography/collection/disclosure of personal information are prohibited. Concerns shall be reported promptly and confidentially through the applicable channels

5. APPLICABLE STANDARDS AND ORDER OF PRECEDENCE

Mandatory local requirements. All works shall comply with applicable national and local laws, building codes, permits, utility requirements, labour rules and authority approvals in the country of implementation.

Contract standards. The drawings, specifications and BOQ shall identify the standards applicable to each work item. Where a subject is not adequately covered locally, the relevant current edition stated in the Contract of an internationally recognized standard shall apply, including as appropriate:

- ASTM — materials, products, workmanship and testing;
- ACI — structural and reinforced-concrete design and construction;
- IEC — electrical installations, equipment and testing;
- ISO — quality, environmental, occupational health and safety, and management systems;
- NFPA — fire and life-safety systems, where applicable;
- ASHRAE — mechanical, ventilation and indoor-environment requirements, where applicable; and
- EN, BS, IPC or another equivalent recognized standard expressly accepted in writing for the relevant item.

Conflict or ambiguity. Mandatory local law prevails. Any conflict among Contract documents or standards shall be referred to the Engineer for written interpretation and, where contractual scope, price or time is affected, UNICEF approval. The Contractor shall not select a less stringent requirement or substitute a standard without written approval.

6. SUSTAINABILITY, SAFEGUARDING AND ACCESSIBILITY

- Use durable, locally serviceable and responsibly sourced materials where technically compliant; minimize waste, dust, noise, water and energy use; segregate and lawfully dispose of waste.
- Include practical water/energy efficiency, climate resilience, maintainability and safe end-user operation in material selection and work methods.
- Comply with environmental and social requirements, worker welfare, community health and safety, accessibility/universal-design requirements and approved site-specific controls.
- Enforce signed worker Codes of Conduct, child safeguarding, protection from sexual exploitation and abuse (PSEA), confidential reporting and prohibition of harassment, exploitation, discrimination and child labour.
- Immediately report serious HSE, environmental, social or safeguarding incidents through the prescribed channels and implement corrective action without limiting legal reporting duties.

7. LOT BIDDING AND AWARD

Bidders may submit an offer for one lot, both lots, unless the solicitation Data Sheet states otherwise. Each lot shall be complete; partial pricing or partial scope within a lot may be rejected.

Technical and financial evaluation and ranking will normally be conducted separately for each lot. UNICEF may award one lot or multiple lots to one bidder, or award different lots to different bidders, based on responsiveness, combined technical/financial score, best value and delivery risk.

A bidder considered for multiple lots must demonstrate sufficient cumulative personnel, equipment, working capital, management systems and realistic concurrent programmes for all proposed awards. UNICEF may limit the number of lots awarded to a bidder where the stated solicitation methodology shows that cumulative capacity is insufficient.

The final award arrangement is at UNICEF's discretion in accordance with the solicitation and does not create an entitlement to any lot merely because a bidder is lowest priced or highest ranked for that lot.

8. EVALUATION CRITERIA

Evaluation is conducted in three stages: mandatory eligibility (Pass/Fail), technical evaluation (60 points) and financial evaluation (40 points). Only bids scoring at least 42/60 in technical evaluation proceed to financial evaluation.

The requirements below are a standard guide and shall be finalized in the solicitation before issue. Evaluators shall score only documented evidence contained in the bid and record a brief justification for each score.

No.	Mandatory requirement	Result
1	Signed bid and completed schedules/BOQ; bid validity confirmed.	Pass / Fail
2	Valid legal registration, business license and tax documentation, Certificate of competency (COC) for Grade 4 GC/Grade 4 BC and Above, VAT registration	Pass / Fail
3	Eligibility declarations and absence of prohibited practices/conflicts.	Pass / Fail
4	Acceptance of safeguarding/PSEA, HSE and environmental/social obligations.	Pass / Fail
5	Evidence required by the solicitation for the lot(s) offered.	Pass / Fail

No.	Criterion	Evidence required	Scoring guide	Max
A1	Similar construction experience	Completion certificates/contracts for comparable works completed in the stated reference period.	0: none/non-responsive; 2: one partly relevant contract; 4: one comparable contract; 6: two comparable contracts; 8: three or more comparable contracts of demonstrated complexity/value.	4
A2	Past performance and references	Client references, timely completion, quality and dispute/termination record.	0: adverse or no verifiable evidence; 2: generally satisfactory evidence; 3: good record with minor issues; 4: strong, verified record with no material unresolved issue.	3
A3	Relevant operating/site experience	Evidence of work in similar location, operating environment or occupied facility.	0: none; 1: limited relevance; 2: relevant experience with reasonable controls; 3: strong directly relevant experience and lessons applied.	2
B1	Technical methodology	Methodology covering sequence, interfaces, temporary works, testing, handover and constraints.	0: absent/unworkable; 2: major gaps; 4: adequate and generally compliant; 6: detailed and site-responsive; 7: comprehensive, practical and fully coordinated.	4
B2	Work Programme and mobilization	Resource-loaded programme, critical path, procurement schedule, milestones and recovery approach.	0: absent/unrealistic; 2: basic with gaps; 3: feasible; 4: detailed with dependencies/resources; 5: robust, optimized and supported by credible mobilization/recovery plans.	3
B3	QA/QC and testing	Project quality plan, ITPs, material control, laboratory/testing and NCR procedure.	0: absent; 1: weak/generic; 2: adequate; 3: detailed and compliant; 4: comprehensive, project-specific and auditable.	3
B4	HSE and site controls	HSE plan, public/occupant protection, emergency response, traffic/access and incident reporting.	0: absent/non-compliant; 1: major gaps; 2: adequate controls; 3: good project-specific plan; 4: comprehensive controls with competent supervision and measurable indicators.	3

8. EVALUATION CRITERIA (CONTINUED)				
No.	**Criterion**	**Evidence required**	**Scoring guide**	**Max**
C1	**Project Manager, No-1 per lot** - holds bachelor's degree in civil engineering or construction Management field from accredited university, demonstrated professional experience with a minimum of 10 years of experience in construction project management in Ethiopia.	CV, education degree certification, qualifications and comparable project leadership experience.	0: not proposed/unqualified; 1: minimum partially met; 2: met minimum; 3: excellent directly comparable leadership record.	3
C2	**Site Engineer, No-1 per lot** - holds bachelor's degree in civil engineering or construction Management field from an accredited university, demonstrated professional experience in the construction industry with a minimum of 8 years of experience The proposed candidate must be proficient in on-site quality assurance and control procedures in accordance with local regulations and industry best practices.	CV, education degree certification, registration where required, qualifications and relevant experience.	0: not proposed/unqualified; 0.5: minimum met; 1: good relevant experience 2: strong directly comparable experience.	2
C3	**Sanitary Engineer, No-1 per lot** - Has a minimum of 8 years of work experience and bachelor's degree in civil/water/Sanitary engineering or a diploma in similar fields from accredited university/College and 10 years of work experience.	CV(s), education degree certification, qualifications and relevant plumbing and sanitary works experience.	0: not proposed/unqualified; 0.5: minimum met; 1: good relevant experience; 1.5: strong directly comparable experience.	1.5
C4	**Electrical Engineer, No-1 per lot** - has a minimum of 8 years of work experience and bachelor's degree in electrical engineering or a diploma in similar fields from accredited university/College and 10 years of work experience.	CVs, education degree certification, and relevant electrical works experience.	0: not proposed/unqualified; 0.5: minimum met; 1: good relevant experience; 1.5: strong directly comparable experience.	1.5

C5	**General Forman, No-1 per lot** - holds a diploma in construction with a minimum of 8 years of work experience	CV, education certification, qualifications and relevant experience	0: not proposed/unqualified; 0.5: minimum met; 1, 1: strong directly comparable experience.	1
D1	- Dump Truck- 14 m3 and above- No –1 per lot	Owned/leased, certification of ownership /lease agreement for leased items with certificate of ownership of the leaser	0: absent/unavailable; 2.5: comprehensive and well matched to criteria.	2.5
D2	- 4WD Pick Up - 6qtl and above - No –1 per lot	Owned/leased, certification of ownership /lease agreement for leased items with certificate of ownership of the leaser	0: absent/unavailable; 1.5: comprehensive and well matched to criteria.	2
D3	- Excavator -1.25m3 and above – No –1 per lot	Owned/leased, certification of ownership /lease agreement for leased items with certificate of ownership of the leaser	0: absent/unavailable; 1: comprehensive and well matched to criteria.	1
D4	- Wheel Loader- 3m3 and above- No –1 per lot	Owned/leased, certification of ownership /lease agreement for leased items with certificate of ownership of the leaser	0: absent/unavailable; 1: comprehensive and well matched to criteria.	1
D5	- Concrete Mixer (360 liter / above) – No – 1 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 1: comprehensive and well matched to criteria.	1
D6	- Concrete vibrator, No – 2 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5
D7	- Plate Compactor – No- 2 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5

D7	- Water pump– Minimum 30m suction head & welding machine– No -1 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5
D8	- 5000 lit water tanker, No- 1 per site	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5
D9	- Generator (10KVA and above) – No- 1 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5
D10	Financial capacity, working capital and minimum annual turnover of ETB 25Million in any of the last five years for one lot. For Bidders who are interested in more than one lot, their minimum annual turnover will be prorated over the last Five (5) years accordingly.	Audited Financial Report on the financial standing of the bidder	0: no evidence/insufficient; 1: weak; 2: strong and sufficient for proposed single/multiple-lot award.	2
		Bank evidence/statement and project cash-flow showing ability to prefinance works.	0: no evidence/insufficient; 1: weak; 2: good with credible cash-flow; 3: strong and sufficient for proposed single/multiple-lot award.	3
		Audited statements for the past five years	0: no evidence/insufficient; 1.5: weak (annual turnover between ETB 20 to 24 million 3: annual turnover meeting threshold	3
D11	Current workload/cumulative capacity	Current commitments and resource allocation across all requested lots.	0: excessive/unexplained workload; 1: manageable with some risk; 2: clear and credible spare capacity for proposed award.	2
E1	Sustainability	Material, waste, water/energy, resilience, maintainability and local-serviceability measures.	0: absent; 1: generic; 2: adequate practical measures; 3: good measurable approach; 4: strong project-specific life-cycle approach.	3
E2	Environmental/social and accessibility	Environmental/social controls, worker/community protection and accessibility approach.	0: absent/non-compliant; 1: major gaps; 2: adequate compliant controls; 3: comprehensive project-specific controls and monitoring.	3
E3	Safeguarding/PSEA	Code of Conduct, training, reporting/referral, child safeguarding and incident-response arrangements.	0: absent/non-compliant; 1: limited/generic; 2: adequate compliant system; 3: comprehensive, confidential and operational arrangements.	3
	TOTAL TECHNICAL SCORE	**Minimum pass mark: 42/60**		**60**

9. FINANCIAL EVALUATION, ARITHMETIC ERRORS AND FINAL SCORE

Technical score. Minimum pass mark of 42/60 shall apply consistently to every evaluated bid and lot.

Weighted financial score. The lowest evaluated responsive price receives the full selected financial weight. Other scores are calculated as: Weighted Financial Score = Selected Financial Weight × (Lowest Evaluated Price / Bidder's Evaluated Price). Final Score = Technical Score + Weighted Financial Score, out of 100.

Correction of arithmetic errors. Arithmetic errors shall be corrected strictly in accordance with the solicitation instructions. Unless those instructions provide otherwise: (i) where unit rate multiplied by quantity differs from the line total, the unit rate prevails except for an evident decimal-point error; (ii) subtotals and totals are corrected by addition; and (iii) where words and figures differ, the amount in words prevails unless it is clearly affected by an arithmetic error.

Bidder confirmation. UNICEF will notify the bidder of any correction. The corrected amount becomes the evaluated price and, if accepted and awarded, the Contract Price. A bidder may not use correction to change rates, scope or the substance of its bid. Refusal to accept a correction may result in rejection and any other consequence stated in the solicitation, including action on bid security where applicable.

Award recommendation. Award shall be recommended to the highest-ranked substantially responsive bidder(s) for the relevant lot(s), after verification of eligibility, qualifications, arithmetic corrections and cumulative capacity for any proposed multiple-lot award.

10. NATURE OF CONTRACT AND GENERAL CONDITIONS

Contract type. Lump sum by lot. The accepted Contract Price covers the complete scope shown in the Contract documents, except approved written Variations.

Performance security. 10% of total Contract Price per lot

Retention. Five per cent (5%) of the Contract Price. The payment schedule reserves the final 5% for release after the applicable DLP, final inspection and closure of all defects; no duplicate retention deduction shall apply.

Liquidated damages. 0.1% of the Contract Price per calendar day of delay, capped at 10%, of the Contract Price

Variations. Only UNICEF's authorized written Variation may change scope, Contract Price or time. No automatic remeasurement, oral instruction or consultant recommendation changes the Contract Price. Valuation follows the Contract; comparable accepted rates may be used only where the approved Variation clause permits.

Structural design life. Minimum 50 years for new permanent structural construction and minimum 15 years for structural rehabilitation or renovation, subject to the approved design, intended use, exposure conditions, maintenance and applicable codes. This is not a warranty period and is separate from the DLP.

Insurance, permits and taxes. The Contractor shall maintain all insurances, permits, licenses and tax compliance required by the Contract and applicable law.

IMPLEMENTATION PARAMETERS

Implementation Parameter	Standard / Project Requirement
Implementation Period	6 calendar months from the contractual commencement date
Mobilization Period	15 calendar days
Inspection Period	7 calendar days from receipt of a complete request/submission
Defects Liability Period	New construction: Twelve (12) months
Periodic Joint Inspection	Quarterly during the DLP, plus additional inspections when required.

11. PAYMENT SCHEDULE

No.	%	Milestone	Condition for payment
1	30%	**Approved substructure/** Upon completion and certification of 30% of work progress accepted by UNICEF, to include but not limited to: completion of excavation and earth works, substructure concrete works for the latrines and MHM block. It also includes 30% of the total rehabilitation work.	Measured and recommended by Engineer; approved by UNICEF.
2	40%	**Approved Super Structural and Finishing works**, Upon completion and certification of 70% of work progress accepted by UNICEF, to include but not limited to: construction of elevation columns, beams, roof works, block works, wall plastering, installation of all doors and windows, and frames, floor & wall tiling work, ceiling work, installing glasses, wall painting, installation of sanitary pipes, electrical cables, remaining rehabilitation works, etc as per schedules, and specifications.	Quality records and milestone completion accepted.
3	25%	Practical completion, testing, commissioning, site works and handover documents.	Snags defined; taking-over/practical-completion requirements met.
4	5%	Retention release after the applicable DLP.	Final joint inspection; all defects closed; final completion certified.

12. ROLES AND RESPONSIBILITIES

12.1 UNICEF — CONTRACTING AUTHORITY

- Issue the solicitation and Contract documents; provide available site information; confirm contractual commencement and access arrangements.
- Appoint the Supervision Consultancy/Engineer and define delegated authority; retain authority for Contract award, price, time, payment and written Variations.
- Review recommendations, approve contractual submissions and payments, and issue notices/decisions through authorized representatives.
- Coordinate with relevant authorities and stakeholders within UNICEF's control; monitor delivery, safeguards, funding and major risks.
- Participate in key inspections, taking-over, quarterly DLP inspections and final completion; enforce contractual remedies where required.

12.2 SUPERVISION CONSULTANCY FIRM / ENGINEER

- Act as the day-to-day supervision entity only within authority delegated by the Contract; maintain impartial professional records and promptly advise UNICEF of risks.
- Review programmes, method statements, shop drawings, samples, QA/QC, HSE, environmental/social and safeguarding submissions within the inspection period.
- Inspect works and materials; witness tests; verify measurements and milestones; issue site observations, NCRs and snag lists; monitor corrective actions.
- Review progress, staffing, equipment, procurement, cash-flow risks and recovery plans; submit regular reports and meeting minutes.
- Recommend payment, taking-over, EOT and Variations with supporting records. A recommendation or site instruction does not itself amend price, scope or time unless expressly authorized in writing by UNICEF.
- Lead handover, quarterly DLP inspections and final inspection; recommend final completion only after defects and records are closed.

12.3 CONTRACTOR

- Execute and complete the works at its own cost and risk in accordance with the Contract, applicable law, approved programme and authorized instructions.
- Provide competent management, personnel, labour, plant, finance, materials, temporary works, security, utilities, permits and insurances needed for timely completion of each awarded lot.
- Operate documented QA/QC, testing, HSE, environmental/social, sustainability, child-safeguarding and PSEA systems; correct nonconforming work at its cost.
- Protect the public, occupants, workers, existing works/services and neighbouring property; immediately report incidents, discrepancies, delays and foreseeable risks.
- Submit complete requests in sufficient time for review; keep site records; provide progress reports, as-builts, warranties, test/commissioning results, O&M information and training.
- Rectify defects within the instructed timeframe during the applicable DLP and support all quarterly/additional inspections through final completion.

13. RISKS AND MITIGATION	
Risks	**Mitigation**
Delays due to access, security, logistics or unrealistic schedules	Contractor shall submit a detailed programme, procurement schedule and mobilization plan for review. The Engineer monitors progress and holds regular coordination meetings; UNICEF supports access/stakeholder coordination within its control. Contractor must justify slippage and implement an approved recovery plan. LDs apply for unexcused delay; EOT is granted only for justified, documented events under the Contract.
Currency fluctuation, inflation or price volatility	Bidder shall price foreseeable currency and inflation risk and plan early procurement. Contractor maintains cash-flow and procurement forecasts; the Engineer alerts UNICEF to exposure. Fluctuation is not automatically a Variation or price adjustment unless the Contract expressly provides one. UNICEF may resequence or formally vary scope only through authorized written change control.
Material availability and supply-chain delay	Contractor shall verify availability, propose compliant sources and submit samples/datasheets early. The Engineer reviews sources and tracks long-lead items; UNICEF decides proposed substitutions. Equivalent substitutions require prior written approval and shall not reduce quality, design life or performance. Delay or replacement caused by the Contractor remains at its cost unless the Contract provides otherwise.
Insufficient contractor financial capacity or poor performance	Bidder's working capital, workload and cumulative capacity are assessed for all proposed lots. Contractor shall maintain adequate resources and report cash-flow/resource constraints early. The Engineer monitors staffing, plant, output and recovery actions; UNICEF may issue notices, withhold uncertified payment, apply remedies, limit multiple-lot award or take other contractual action for continued default.
Substandard materials, workmanship, MEP safety, HSE or safeguarding noncompliance	Contractor shall implement approved QA/QC, ITP, HSE, environmental/social and safeguarding plans. Samples, staged inspections and tests are witnessed by the Engineer, with UNICEF spot checks. Nonconforming work is rejected through NCR/snags and corrected at Contractor cost. Milestone payment/taking-over is recommended only after required tests and corrective actions are accepted; serious incidents are reported immediately.
Post-handover defects and latent issues	The applicable DLP is 12 months for new construction. Quarterly joint inspections and additional inspections are conducted as required. Contractor shall correct defects within the instructed period. The final 5% retention is released only after final inspection, closure of defects and certification of final completion, without limiting longer obligations imposed by law or the Contract.

14. REQUIRED ATTACHMENTS

- Priced/unpriced BOQ and schedule of prices;
- Approved tender drawings and technical specifications;
- Site information, surveys and available reports;
- Form of Contract and applicable general/special conditions;
- Evaluation forms and required bid schedules; and
- Safeguarding/PSEA, HSE and environmental/social requirements and reporting forms.

ANNEX - C - EVALUATION CRITERIA

8. EVALUATION CRITERIA

Evaluation is conducted in three stages: mandatory eligibility (Pass/Fail), technical evaluation (60 points) and financial evaluation (40 points). Only bids scoring at least 42/60 in technical evaluation proceed to financial evaluation.

The requirements below are a standard guide and shall be finalized in the solicitation before issue. Evaluators shall score only documented evidence contained in the bid and record a brief justification for each score.

No.	Mandatory requirement	Result
1	Signed bid and completed schedules/BOQ; bid validity confirmed.	Pass / Fail
2	Valid legal registration, business license and tax documentation, Certificate of competency (COC) for Grade 4 GC/Grade 4 BC and Above, VAT registration	Pass / Fail
3	Eligibility declarations and absence of prohibited practices/conflicts.	Pass / Fail
4	Acceptance of safeguarding/PSEA, HSE and environmental/social obligations.	Pass / Fail
5	Evidence required by the solicitation for the lot(s) offered.	Pass / Fail

No.	Criterion	Evidence required	Scoring guide	Max
A1	Similar construction experience	Completion certificates/contracts for comparable works completed in the stated reference period.	0: none/non-responsive; 2: one partly relevant contract; 4: one comparable contract; 6: two comparable contracts; 8: three or more comparable contracts of demonstrated complexity/value.	4
A2	Past performance and references	Client references, timely completion, quality and dispute/termination record.	0: adverse or no verifiable evidence; 2: generally satisfactory evidence; 3: good record with minor issues; 4: strong, verified record with no material unresolved issue.	3
A3	Relevant operating/site experience	Evidence of work in similar location, operating environment or occupied facility.	0: none; 1: limited relevance; 2: relevant experience with reasonable controls; 3: strong directly relevant experience and lessons applied.	2
B1	Technical methodology	Methodology covering sequence, interfaces, temporary works, testing, handover and constraints.	0: absent/unworkable; 2: major gaps; 4: adequate and generally compliant; 6: detailed and site-responsive; 7: comprehensive, practical and fully coordinated.	4
B2	Work Programme and mobilization	Resource-loaded programme, critical path, procurement schedule, milestones and recovery approach.	0: absent/unrealistic; 2: basic with gaps; 3: feasible; 4: detailed with dependencies/resources; 5: robust, optimized and supported by credible mobilization/recovery plans.	3
B3	QA/QC and testing	Project quality plan, ITPs, material control, laboratory/testing and NCR procedure.	0: absent; 1: weak/generic; 2: adequate; 3: detailed and compliant; 4: comprehensive, project-specific and auditable.	3
B4	HSE and site controls	HSE plan, public/occupant protection, emergency response, traffic/access and incident reporting.	0: absent/non-compliant; 1: major gaps; 2: adequate controls; 3: good project-specific plan; 4: comprehensive controls with competent supervision and measurable indicators.	3

8. EVALUATION CRITERIA (CONTINUED)				
No.	**Criterion**	**Evidence required**	**Scoring guide**	**Max**
C1	**Project Manager, No-1 per lot** - holds bachelor's degree in civil engineering or construction Management field from accredited university, demonstrated professional experience with a minimum of 10 years of experience in construction project management in Ethiopia.	CV, education degree certification, qualifications and comparable project leadership experience.	0: not proposed/unqualified; 1: minimum partially met; 2: met minimum; 3: excellent directly comparable leadership record.	3
C2	**Site Engineer, No-1 per lot** - holds bachelor's degree in civil engineering or construction Management field from an accredited university, demonstrated professional experience in the construction industry with a minimum of 8 years of experience The proposed candidate must be proficient in on-site quality assurance and control procedures in accordance with local regulations and industry best practices.	CV, education degree certification, registration where required, qualifications and relevant experience.	0: not proposed/unqualified; 0.5: minimum met; 1: good relevant experience 2: strong directly comparable experience.	2
C3	**Sanitary Engineer, No-1 per lot** - Has a minimum of 8 years of work experience and bachelor's degree in civil/water/Sanitary engineering or a diploma in similar fields from accredited university/College and 10 years of work experience.	CV(s), education degree certification, qualifications and relevant plumbing and sanitary works experience.	0: not proposed/unqualified; 0.5: minimum met; 1: good relevant experience; 1.5: strong directly comparable experience.	1.5
C4	**Electrical Engineer, No-1 per lot** - has a minimum of 8 years of work experience and bachelor's degree in electrical engineering or a diploma in similar fields from accredited university/College and 10 years of work experience.	CVs, education degree certification, and relevant electrical works experience.	0: not proposed/unqualified; 0.5: minimum met; 1: good relevant experience; 1.5: strong directly comparable experience.	1.5

C5	**General Forman, No-1 per lot** - holds a diploma in construction with a minimum of 8 years of work experience	CV, education certification, qualifications and relevant experience	0: not proposed/unqualified; 0.5: minimum met; 1, 1: strong directly comparable experience.	1
D1	- Dump Truck- 14 m3 and above- No –1 per lot	Owned/leased, certification of ownership /lease agreement for leased items with certificate of ownership of the leaser	0: absent/unavailable; 2.5: comprehensive and well matched to criteria.	2.5
D2	- 4WD Pick Up - 6qtl and above - No –1 per lot	Owned/leased, certification of ownership /lease agreement for leased items with certificate of ownership of the leaser	0: absent/unavailable; 1.5: comprehensive and well matched to criteria.	2
D3	- Excavator -1.25m3 and above – No –1 per lot	Owned/leased, certification of ownership /lease agreement for leased items with certificate of ownership of the leaser	0: absent/unavailable; 1: comprehensive and well matched to criteria.	1
D4	- Wheel Loader- 3m3 and above- No –1 per lot	Owned/leased, certification of ownership /lease agreement for leased items with certificate of ownership of the leaser	0: absent/unavailable; 1: comprehensive and well matched to criteria.	1
D5	- Concrete Mixer (360 liter / above) – No – 1 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 1: comprehensive and well matched to criteria.	1
D6	- Concrete vibrator, No – 2 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5
D7	- Plate Compactor – No- 2 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5

D7	- Water pump– Minimum 30m suction head & welding machine– No -1 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5
D8	- 5000 lit water tanker, No- 1 per site	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5
D9	- Generator (10KVA and above) – No- 1 per lot	Owned/leased, purchase receipt /lease agreement for leased items with purchase receipt from the leaser	0: absent/unavailable; 0.5: comprehensive and well matched to criteria.	0.5
D10	Financial capacity, working capital and minimum annual turnover of ETB 25Million in any of the last five years for one lot. For Bidders who are interested in more than one lot, their minimum annual turnover will be prorated over the last Five (5) years accordingly.	Audited Financial Report on the financial standing of the bidder	0: no evidence/insufficient; 1: weak; 2: strong and sufficient for proposed single/multiple-lot award.	2
		Bank evidence/statement and project cash-flow showing ability to prefinance works.	0: no evidence/insufficient; 1: weak; 2: good with credible cash-flow; 3: strong and sufficient for proposed single/multiple-lot award.	3
		Audited statements for the past five years	0: no evidence/insufficient; 1.5: weak (annual turnover between ETB 20 to 24 million 3: annual turnover meeting threshold	3
D11	Current workload/cumulative capacity	Current commitments and resource allocation across all requested lots.	0: excessive/unexplained workload; 1: manageable with some risk; 2: clear and credible spare capacity for proposed award.	2
E1	Sustainability	Material, waste, water/energy, resilience, maintainability and local-serviceability measures.	0: absent; 1: generic; 2: adequate practical measures; 3: good measurable approach; 4: strong project-specific life-cycle approach.	3
E2	Environmental/social and accessibility	Environmental/social controls, worker/community protection and accessibility approach.	0: absent/non-compliant; 1: major gaps; 2: adequate compliant controls; 3: comprehensive project-specific controls and monitoring.	3
E3	Safeguarding/PSEA	Code of Conduct, training, reporting/referral, child safeguarding and incident-response arrangements.	0: absent/non-compliant; 1: limited/generic; 2: adequate compliant system; 3: comprehensive, confidential and operational arrangements.	3
	TOTAL TECHNICAL SCORE	**Minimum pass mark: 42/60**		**60**

ANNEX-D

TECHNICAL PROPOSAL - CONTENT & FORMAT

Please note that the format presented in Annex B is a guiding format. Bidders are allowed to use their own format during proposal preparation and are not limited to with this format.

The Technical Proposal

The technical proposal of the bidders should contain the following minimum information.

The Technical proposal comprises of four (4) key components background, technical approach, methodology and business plan /work plan and economic capacity. Bidders are urged to present their proposals using the suggested subtitles. UNICEF welcomes new ideas and innovative approaches therefore Bidders are also free to provide, any other information that they deem fit and relevant in support of their bid or solution.

1. Background

1.1 Contractor's company/firm

In this section the contractor should highlight about their company, how it is organised (organisation structure), its capability and a brief about its key personnel.

1.2 Contractor's Experience

a) In this section, list maximum 10 names of the clients for whom the contractor has undertaken similar assignments along with the name of the contact person and contact details of its clients.

b) Out of the above list, provide information of 3-5 assignments for which your company and your company's personnel were legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. You can either use the format specified in **Annex-C** or provide all the information in your own format with accompanying CD for sample work.

2. Description of the Approach, Methodology and Work Plan

2.1 Technical Approach and Methodology.

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

2.2 Quality Assurance.

The proposal should include the bidder's plan or program for the systematic monitoring and evaluation of the various aspects of the project to ensure that standards of quality are being met.

3. Business Plan or Work plan

3.1 Business Plan or Work plan

In this chapter the bidder produce a comprehensive Business Plan /Work plan to deliver the overall requirement (ToR). This will include the main activities of the assignment, their content and duration, phasing and interrelations, milestones, key performance indicators (including interim approvals by the Client), and a list of deliverables (reports, drawings, activities) with the estimated delivery dates.
The proposed business plan or work plan should be consistent with the technical approach and methodology, showing understanding of the ToR. This should also be inclusive of the level of effort for each team member and explicitly lay out staff input throughout various stages/components.

The plan MUST identify and present specific steps, components activities in a chronological manner ensuring that quantity is presented clearly, and MUST have attached, a flow chart/ Critical Path Analysis/, Activity Plans etc.

3.2 Organization and staffing of the team for this assignment.

In this chapter you should propose the structure and composition of your team which will be deployed for this assignment. You should list the main disciplines of the assignment, the key expert responsible and proposed technical and support staff along with their curriculum vitae (CVs). It is desirable that the majority of the key professional staff are permanent employees of the bidder or have an extended and stable working relationship with the bidder. You should also list all the main equipment to be used in the production and post production stages of an assignment located in your organization.

Team composition and tasks assigned. Please provide the details as per the following:

Name of Expert	Area of expertise / Qualification	Position Assigned	No. of days of Input	Firm	Task Assigned

4. Economic and Financial Capacity

Bidders must also provide proof of their economic and financial capacity by enclosing with their bid the one or more of the following documents:-

i) Appropriate statements from banks;
ii) Most recent audited financial statement;
iii) Balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed;
iv) A statement of overall turnover concerning the services covered by the contract during the last three financial years.

The Technical Proposal should not contain any price / cost information

ANNEX-E

CONTRACTOR'S EXPERIENCE – FORMAT

Please note that the format presented in Annex E is a guiding format. Bidders are allowed to use their own format during proposal preparation and are not limited to with this format.

Assignment name:	Country: Location within country:
Name of Client:	Address:
Duration of assignment (months): Start date (month/year): Completion date (month/year):	Total Nº of staff-months of the assignment:
Approx. value of the contract (in current US$):	Approx. value of the services provided by your firm under the contract (in current US$):
Name of associated Contractors, if any:	Nº of professional staff-months provided by associated Contractors:
Name of associated Contractors, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader etc):
Narrative description of Project:	
Online link to the assignment (if available) :	
Description of actual services provided by your staff within the assignment:	