

LRFP-2026-9204518

15 Jun 2026

**UNITED NATIONS CHILDREN'S FUND (UNICEF)****Wishes to invite you to submit a proposal for****REHABILITATION/RECONSTRUCTION OF WASH FACILITIES FOR 8 SCHOOLS IN THE TIGRAY REGION**

Bid submission deadline is 07 Jul 2026 and 23:59 Hrs.

Proposals should be sent by:

**Email to:**ETH-Tenderconstruction@unicef.org**BID CONFERENCE DATE**

On 24 June 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 23 June 2026, 11:00 AM (EAT)

**ENQUIRY CLOSING DATE:**

3 July 2026 @ 11:00AM East African Time. All enquiries should be sent to email ID Eth-supplyQAconstruction@unicef.org  
FPS: NON-LTA for Construction Works

**BID CLOSING DATE:**

07 July 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 &amp; 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. The TP SHOULD NOT CONTAIN any information relating to prices or fees. All legal, credential and any other document submitted in the TP should be clearly scanned and visible.

Email subject line must be titled "Bid Title-RFP-9204518-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 "Bid Title - LRFP-9204518 -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-2026-9204518** 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 <sup>1</sup> have not been found guilty pursuant to a final judgment or a final administrative decision of any of the following:	YES	NO
	a. fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Company or its Management).	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> “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 .	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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 ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
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)( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

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:

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Date:

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Name & Title:

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Name of the Company:

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UNGM #:

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Postal Address:

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E-mail :

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## 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/RECONSTRUCTION OF WASH FACILITIES FOR 8 SCHOOLS IN THE 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 03 Jul 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 A site visit for this project is **MANDATORY** for the Proposer

Site visit details:  
Refer TOR attached

- 1.5 Bid conference. A bid conference will be held on 24 Jun 2026 and 15:00 Hrs at the UNICEF office in ECA compound Zambezi building, 2nd-floor East wing.

- 1.6 Submission Deadline. The deadline for submission of proposals is as follows: 07 Jul 2026 and 23:59 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](mailto: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-2026-9204518) 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 . Supporting documents and printed literature furnished by the Proposer may be in another language provided that they are accompanied by an appropriate translation in . 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 70 / 30 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 70 Points

Only Proposals which receive a minimum of 49 points will be considered further.

### b) Price Proposal (commercial evaluation)

The total amount of points allocated for the price component is 30. 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 ( 30 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 . 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 chooses 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](http://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  
TOR FOR CONSTRUCTION WORKS - INSTITUTIONS**

**PROJECT TITLE**

**REHABILITATION/RECONSTRUCTION OF WASH FACILITIES FOR 8 SCHOOLS IN THE TIGRAY REGION**

**1. BACKGROUND**

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Guided by the Convention on the Rights of the Child, UNICEF strives to establish children's rights as international standards of behaviors towards children.

The humanitarian crisis in Tigray Region, Ethiopia led to enormous destruction and loss of both human and material resources. Schools were closed and children were out of school due to the insecurity, and many schools were serving as camps for internally displaced people (IDPs) and the military; as result, most school infrastructure was significantly damaged. According to the school damage assessment report, 88% of schools were damaged and 1.4 million children were out of school.

After the Pretoria Peace Deal, the security situation improved, and it was possible to resume social service provision in the region. Schools were reopened in May 2023, and 40% of children returned to school. The extended school closure necessitated implementation of accelerated school curriculum, but this has been challenging to implement effectively in the absence of adequately functioning school infrastructure.

International and national education partners are consolidating their efforts in addressing this huge gap and JICA has shown great commitment to support the rehabilitation of school infrastructure in the conflict-affected areas. To this end, JICA has committed to support the rehabilitation of WASH facilities in 8 schools in Eastern and Northwest Zone of Tigray.

These TORs are intended to initiate the solicitation process for identification of capable works Contractors to carry out rehabilitation and reconstruction of damaged infrastructure of WASH in the targeted 8 schools to create a child-friendly learning environment by upgrading the WASH facilities and enhance the facilities to acceptable standards. The main objective of this intervention is to provide access to suitable education facilities for children within the affected populations.

## 2. ASSIGNMENT DETAILS

### 2.1. General Information:

The works will be implemented in strict accordance with the design details, specifications, Bill of quantities and in compliance with all applicable construction standards required by Ethiopia.

The UNICEF Standard Contract for Construction Works (Form A) covers the technical elements for a standard construction contract.

Contract for construction Works (Form A): **Lump Sum** For more details visit:

[https://unicef.sharepoint.com/sites/SD/DocumentLibrary/Forms/AllItems.aspx?id=%2Fsites%2FSD%2FDocumentLibrary%2FConstruction%2F04 - Standard templates%2F4%2E5 Contract for Works %28Form A%29%2Epdf&parent=%2Fsites%2FSD%2FDocumentLibrary%2FConstruction Unit%2F04 - Standard templates](https://unicef.sharepoint.com/sites/SD/DocumentLibrary/Forms/AllItems.aspx?id=%2Fsites%2FSD%2FDocumentLibrary%2FConstruction%2F04%2FStandard%2Ftemplates%2F4%2E5%2FContract%2Ffor%2FWorks%28Form%29%2Epdf&parent=%2Fsites%2FSD%2FDocumentLibrary%2FConstruction%2F04%2FStandard%2Ftemplates)

### Greening and Accessibility:

All construction and rehabilitation work implemented directly or indirectly by UNICEF shall be in line with the Organization's commitments towards Accessible Buildings and achieving Climate Neutrality by 2020, as per PROCEDURE/DFAM/2020/001 on Eco-efficiency and Inclusive Access in UNICEF Premises and Operations, CF/EXD/2017- 004 on Accessibility in UNICEF's Program-Relegated Construction, and Decision Memo: UNICEF Climate Neutral Strategy, 26 May 2015.

### 2.2. Definitions

- **Construction (of a new facility):** Refers to the process of erecting a standalone structure designed for specific use.
- **Rehabilitation:** Refers to updating, repairing, or improving an existing structure to enhance its functionality, appearance, or compliance with current standards, without extensive demolition or reconstruction.

### 2.3. Specific Objective

The purpose of this TOR (Terms of Reference) is to solicit competent construction/water works companies capable of executing the upgrading of WASH related works, within the agreed quality, budget, and timeline. The general aim of this project is to enable the functioning and enhancement of the schools' WASH facilities to acceptable standards and to provide accessible and quality education services to communities.

### 2.4. Scope of Works:

The Scope of Works is clearly specified in the drawings, bill of quantities (BOQs) and technical specifications and is considered to include tasks not listed in Table 1, but which may be deemed necessary for the work's completion.

**Table 1: Scope of Works & Tasks**

Description of Works		
Tasks	Deliverables	Duration
<p><b>Mobilization:</b> The selected Contractor will be required to provide human and material resources required for the work. This activity will also include site preparation, visibility sign board, temporary site office and the associated installation of utilities, site safety considerations, and profiling of the construction area on the site.</p>	<p>Physical evidence of skilled and unskilled workforce, materials, equipment (vehicles &amp; machinery) and tools on site. Establishment of site office &amp; associated utilities, safety warning signs, visibility sign boards, and construction profile for the construction area.</p>	<p>Proposed implementation period: <b>6 months</b></p> <p>Bidders must indicate in their proposals the time frame to be adhered to. UNICEF will give preference to contractors who can complete the work in the shortest possible time while guaranteeing quality of the work.</p>
<b>All Renovation of Existing WASH facilities</b>		
<p><b>Demolition and Dismantling Works</b> Carry out demolition, dismantling, removal, and disposal of the specified WASH facilities and related components identified for demolition. All works shall be undertaken safely and with minimal disruption to ongoing school activities.</p>	<p>Execute as per the construction drawings, scope of works and technical specifications provided.</p>	<p>Within 1 month after contract signed.</p>
<p><b>Substructure Works:</b> Activities include, but are not limited to, site preparation and clearance, earthworks, excavation for the installation of water supply pipelines connecting to water sources, masonry works for water points and water reservoir foundations/seats, backfilling and compaction, plumbing installations, and other related substructure construction activities.</p>	<p>Execute in accordance with the approved construction drawings, technical specifications, and relevant standards provided for the water points and toilet facilities</p>	<p>2<sup>nd</sup> to 3<sup>rd</sup> months of implementation period</p>
<p><b>Super Structure, For Rehabilitation of Toilets – Roofing and Block Works:</b> Activities include, but are not limited to, reinforced concrete (RC) works; construction and rehabilitation of external and internal walls using hollow concrete blocks (HCB); RC top tie beams; roof structures including timber framing and wooden fascia boards; installation of roof coverings, gutters, flashings, and access ramps; conduiting and fittings for plumbing and electrical systems; construction of manholes; and installation of conduits, pipes, fittings, utility boxes, junction boxes, and other related components.</p>	<p>Execute as per the construction drawings, scope of works and technical specifications provided.</p>	<p>4<sup>th</sup> to 5<sup>th</sup> of implementation period</p>

<p><b>For Water Points:</b> Activities include masonry works for elevation walls, plastering works, installation of water supply lines, pipe fittings, and all related water point construction and rehabilitation works.</p> <p><b>Finishing Works for Toilets :</b> Activities include, but are not limited to, wall plastering, painting, installation of doors and windows with frames, guard rails, fittings and fixtures, and all other finishing works required to complete the facilities in accordance with the approved drawings and technical specifications.</p>		
<p><b>Plumbing and Electrical Fixtures Works:</b> Activities include, but are not limited to, the installation and maintenance of plumbing fixtures and fittings such as water closets, wash basins, and related accessories; installation of water supply pipelines for toilets and water points; and electrical works including the installation of lamps, wiring systems, and other related electrical fixtures for toilets .</p>	<p>Execute as per the technical specifications provided.</p>	<p>5<sup>th</sup> to 6<sup>th</sup> month of implementation Period.</p>
<p><b>Painting and Miscellaneous Works:</b> Activities include, but are not limited to, wall painting, pavement construction, ditch construction, fencing of water points, and other related civil and maintenance works. Testing the flow of water in the water points and toilets.</p>	<p>Execute as per the construction drawings, scope of works and technical specifications provided.</p>	<p>6<sup>th</sup> month of implementation period.</p>

**Division of project into lots:** The project will be divided into **two (2) lots** based on proximity of schools

- Lot 1: Consisting of 3 Schools
- Lot 2: Consisting of 5 schools

**Table 2: Division of Lots**

Lot #	No.	School	Woreda	Zone	Scope of work
Lot – 1	1	Fana PS	Edaga Hamus	Eastern	Reservoir establishment - Supply and installation of a 10,000 L water tank with its stand, including connection to a 200 m PPR water pipeline.
					Water Point: Demolishing and New construction
					Toilet: Rehabilitation
	2	Edaga hamus PS	Edaga Hamus	Eastern	Reservoir establishment - Supply and installation of a 10,000 L water tank with its stand, including connection to a 120 m PPR water pipeline.
					Water Point: Demolishing+ New construction
					Toilet: Rehabilitation +Handwashing station construction
	3	Hidase PS	Edaga Hamus	Eastern	Reservoir establishment - Supply and installation of a 10,000 L water tank with its stand, including connection to a 20 m PPR water pipeline.
					Water Point: Demolishing and New construction
					Toilet: Superstructure work and finishing of an 8-seat
Lot -2	1	Masho Secondary School	Hawzen	Eastern	Reservoir establishment - Supply and installation of a 10,000 L water tank with its stand, including connection to a 20 m PPR water pipeline.
					Water Point: Rehabilitation
					Toilet: Rehabilitation and desludging of the entire latrine and Construction of Handwashing station
	2	Fresemaetat Primary School	Hawzen	Eastern	Reservoir establishment: Supply and installation of a 10,000 L water tank with its stand, including connection to a 100 m PPR water pipeline.
					Water Point 1: Modification + Rehabilitation
					Water Point 2: Rehabilitation
	3	Hawzen Primary School	Hawzen	Eastern	Reservoir establishment: Supply and installation of a stand, including a 0.5 km pipeline connection with fittings.
					Water points 1: Demolition of existing fence, followed by rehabilitation and modification of works.
					Toilet 1: Rehabilitation
					Toilet 2: Rehabilitation
	4	Selekleka Primary	Selekleka Town	Northwest	Reservoir establishment: Supply and installation of a 10,000 L water tank with its stand, including

		School			connection to a 100 m PPR water pipeline. Water Point 1: Modification + Rehabilitation
					Toilet 1: Rehabilitation
	5	Berhane Meskel Secondary School	Selekleka Town	Northwest	Reservoir establishment: Supply and installation of a 10,000 L water tank with its stand, including connection to a 100 m PPR water pipeline. Water Point 1: Modification + Rehabilitation
					Toilet 1: Rehabilitation

**Management of lots of:**

Bidders interested shall note the following while preparing their proposals:

- Potential bidders are eligible to submit bids for as many lots as they want based on their capacity, qualifications, experience etc. UNICEF reserves the right to award one or multiple lots to each bidder based on best value for money, capacity and technical assessment.
- UNICEF reserves the right to exclude any school from a Lot if it is deemed that the facility is no longer required before awarding the contract.
- UNICEF reserves the right to exclude any item from the bills of quantities (BOQs) if it is deemed that the item is no longer required during implementation of works.
- A Contractor/Bidder involved in the assessment of the school under a specific Lot, is not eligible to submit an offer for that Lot.
- Bidders should clearly indicate the number and the name of a Lot they are interested in. A forwarding letter should be attached with the technical proposal documents.

**General specifications:** The Works will be carried out in accordance with the Drawings, Bill of Quantities and Technical Specifications and in accordance with all construction standards applicable in Ethiopia.

**Site Visit:** Interested Bidders are required to visit the project sites before submitting their proposals to understand any conditions that may impact their Bids. Bidders must arrange and cover the cost of their own site visits. Failure to provide documented evidence of the site visit, such as a confirmation letter and photographs, will result in disqualification.

### 2.5. Expected Deliverables & Timeframe

Timely completion of these construction Works is of utmost importance for UNICEF. The Intended Substantial Completion Date should be no later than **Six months (6)** calendar months from the **Start Date** for the lot. Upon UNICEF's acceptance of works at Substantial Completion, a Certificate of Substantial Completion will be issued.

The Defects Liability Period is twelve (12) calendar months counted as from the date of the Certificate of Substantial Completion. Upon UNICEF's acceptance of works at Final Completion, a Certificate of Final Completion will be issued, and the Contract will be closed upon issuing of final payment.

UNICEF will issue partial and final payments upon satisfactory completion of each deliverable. Interested Bidders may propose additional, or alternative, deliverables to suit their recommended sequencing of the works and expected cash flow during execution of the works. UNICEF will consider the Proposal as part of the technical evaluation.

In case of delays in delivery as per the proposed calendar, a financial penalty of 0.1% of contract value will be applied per day, until a maximum value of 10% of the contract amount.

**Table 3: Deliverables, Timeframe and Payment Schedule per Lot**

Deliverable #	Scope of deliverable	Payment Instalment	Timeframe
1	Upon completion and certification of 30% of work progress ( <i>Substructure Works and portion of super structure works</i> )	30% of contract value	By end of 3 <sup>rd</sup> month
2	Upon completion and certification of 70% of work progress ( <i>Super Structure work and plumbing work and pipeline installations etc</i> )	30% of contract value	By end of 4 <sup>th</sup> month
3	Upon certification of Substantial completion of work ( <i>finishing works, testing and painting</i> )	35% of contract value	Upon substantial completion or by end of 6 <sup>th</sup> month
4	End of defect liability period (DLP) and final handover certification	5% Final release of retained	12 months after provisional handover

### 2.6. Reports

The selected Contractors shall report to the UNICEF Construction Engineer/Specialist on the following:

- Work schedule showing the logical sequence of activities, given that the facility is occupied on weekdays.
- Mobilization report after full mobilization of labor and equipment, and installation of site office and temporary warehouse.

- All submissions, transmissions, and requests for information (RFI).
- Weekly progress update with supporting photos.
- Monthly progress report with monthly invoice.

### 3. PROPOSAL REQUIREMENTS & ELIGIBILITY OF BIDDERS

Interested Bidders shall provide all the information and documentation requested in this section. Failure to submit the information below will result in disqualification.

#### 3.1. Documents to be Submitted in the Technical Proposal:

- Bidders must be registered construction companies in Ethiopia and have no conflicts of interest regarding the project. Proposals should include copies of the original documents establishing the company's legal status, place of registration, and core business location, along with the written power of attorney.
- Bidders must hold a valid, renewed business license to conduct construction work in Ethiopia. Contractors must possess a certificate of competence in category GC-4/BC-4 or higher, issued by the Ethiopian Ministry of Construction.
- Bidders are required to visit the sites before submitting their proposals. Proof of the site visit should include confirmation letters from representatives of the respective school or woreda education offices, as well as photos. These documents must be submitted with the technical proposals. Failure to provide evidence will result in automatic rejection of the Bid.

#### 3.2. Minimum Qualifications of Key Personnel:

A curriculum vitae (maximum of 2 pages), along with copies of educational certificates and work experience testimonies for key personnel to be involved in the project, must be submitted with the proposal. These copies should be clear and easy to read; documents that are hard to read may lead to the rejection of the proposed key personnel. UNICEF may conduct verbal interviews with the proposed key personnel before the project begins.

- **Project Coordinator (No= 1 per lot)** with a bachelor's degree in civil engineering or construction technology & management from an accredited university and a minimum of 10 years of related work experience. Alternatively, a master's degree in similar fields with at least 8 years of related work experience is acceptable.
- **Project Engineer (No= 1 per site)** with a bachelor's degree in civil engineering or construction technology & management from an accredited university and a minimum of 5 years of related work experience.
- **General Forman (No= 1 per site)** with Level IV Diploma or above in Building Construction and a minimum of 7 years of related work experience.
- **Sanitary Engineer (No= 1 per lot)** with a bachelor's degree in Hydraulics/Water Resource/Sanitary Engineering from an accredited university and a minimum of 8 years of related work experience.
- **Electrical Engineer (No= 1 per lot)** with a bachelor's degree in electrical engineering from an accredited university and a minimum of 8 years of related work experience.

### 3.3. Financial Capability & Eligibility Requirements:

- Bidders must submit audited financial statements from the past four years.
- Documentation of the bidder's financial standing, such as profit and loss statements and auditor's reports from the past four years, is required.
- Bidders must have a minimum annual turnover of ETB 20 million birr in any of the last four years.
- Bidders should provide evidence of sufficient working capital for the contract, including access to lines of credit and other available financial resources.

### 3.4. List of Minimum Required Machinery & Equipment:

- Dump Truck- 14 m<sup>3</sup> and above (No= 2 per Lot)
- 4WD Pick Up- 6qtl and above (No= 2 per Lot)
- Wheel Loader- 3m<sup>3</sup> and above (No= 1 per Lot)
- Concrete Mixer- 360 Litres and above (No= 1 per Site)
- Concrete vibrator- (No= 1 per Site)
- Plate Compactor- (No= 1 per Site)
- Water pump (Minimum 8m suction head)- (No= 1 per Site)
- Welding machine- (No= 1 per Site)
- 5000 Lit and above water tanker- (No= 1 per Site)
- Generator- (No= 1 per Lot)

### 3.5. Implementation Plan:

The Proposed Project Implementation Plan should provide a comprehensive framework for executing the project, outlining methods and strategies to achieve timely, efficient, and high-quality work. Key components of the plan should include:

- **Implementation Methods:** A detailed explanation of the approach and techniques for executing each work item, ensuring alignment with best practices and specifications.
- **Schedule for Activities, Manpower, Equipment, and Material Delivery:** A clear timeline for all major tasks, milestones, and deadlines, specifying start and end dates for each activity. The schedule should reflect optimal resource allocation and incorporate contingency plans for potential delays.
- **Quality Control Strategy:** A thorough quality control plan to monitor, evaluate, and verify the work at each stage, with defined checkpoints and standards to address issues promptly and maintain high-quality standards.
- **Health, Safety, and Environmental Strategy:** A comprehensive plan to ensure the safety of workers, protect the environment, and comply with relevant health and safety regulations throughout the project.

3.6. Interested Bidders must include enough information in their Proposal to clearly demonstrate compliance with UNICEF's requirements. The following forms outline the eligibility and minimum qualifying criteria that UNICEF will use to evaluate the Proposal for awarding the Contract.

#### 3.6.1. Information to be submitted in the Technical Proposal (Annex C):

- Technical Proposal Submission (Form 1)
- Technical Proposal Letter (Form 2)
- General Information (Form 3)
- Contact Details (Form 4)

- List of Proposed Key Personnel (Form 5)
- List of Machine and Equipment (Form 6)
- Financial Information/ Adequacy of Working Capital (Form 7)
- Works in Hand and their Financial Values (Form 8)
- Litigations (Form 9)
- Proposed Project Implementation plan of Works (Form 10)

**3.6.2. Information to be submitted in the Financial Proposal (Annex D):**

- Financial Proposal Letter (Form 11)
- Summary of Financial Proposal (Form 12)
- Completed Bill of Quantities (Form 13)

**3.7. Proposals submitted by potential bidders, along with all correspondence and documents related to the Proposals exchanged between the potential contractor and UNICEF, must be written in English.**

**3.8. Errors in the Proposals**

- Bidders are required to review all instructions and documentation provided in the RFP. Failure to do so will be at the bidders' own risk. In case of any errors in the extended price, the unit price will prevail.
- In the event of discrepancies between copies of the Proposals, the original will take precedence. Both the original and each copy of the Technical and Financial Proposal must be prepared using indelible ink and signed by the authorized representative of the Contractor.  
The Proposal must not contain any interlineations or overwriting, except to correct errors made by the bidder. Any corrections must be initiated by the person or persons signing the Proposal.

#### 4. EVALUATION PROCESS & METHOD

- 4.1. After the RFP closure, the evaluation team will assess the Technical Proposals. The evaluation will be based solely on the content of the Technical Proposals and the reference checks.
- 4.2. UNICEF will first evaluate the completeness and responsiveness of Proposals in relation to:
- The sealed double envelope system is followed (Technical Proposal and Financial Proposal are submitted in separate sealed envelopes each).
  - The Technical Proposal letter is duly signed (Form 2).
- 4.3. Proposals that fail to comply with the above will be disqualified and will not be given further consideration.
- 4.4. UNICEF will then evaluate the technical merits of each Technical Proposal using the rating system shown in **Tables 4 & 5** below.
- 4.5. A maximum of **70 points** will be assigned to the Technical Proposals. Proposals scoring **49 points (70%)** or higher will be considered technically responsive. Proposals that are non-compliant or non-responsive will not be considered further.
- 4.6. UNICEF will evaluate the Financial Proposals of the bids that pass the technical evaluation. A total of **30 points** will be assigned to the Financial Proposal. The Proposal with the **lowest price will receive the maximum number of points**. All other Price Proposals will be awarded points in inverse proportion to the lowest price, based on the following formula:  
**Score for price proposal X = 30 \* Price of lowest priced proposal / Price of proposal X**
- 4.7. The recommendation for awarding each lot will be based on the best value for money principle. The Proposal with the highest total score out of 100 (combining Technical and Financial scores) will be recommended for the award.
- 4.8. All offers must be submitted in Ethiopian Birr (ETB). During the contracting stage, Contracts will be issued in USD, but payments will be made in Ethiopian Birr (ETB) at the prevailing UN exchange rate on the day of payment.
- 4.9. Bidders should note that even if a proposal with the highest score is deemed acceptable, it may not be selected if awarding a contract to another technically compliant proposal provides UNICEF with a greater overall benefit. This will also consider the realism of the price in relation to UNICEF's own in-house estimate, within a margin of +/- 20%.
- 4.10. If a Bidder selected for a Lot is found to have an ongoing construction contract with UNICEF or any other entity affiliated with UNICEF (e.g., other UN agencies, Implementing Partners, Government counterparts, etc.), UNICEF

reserves the right to request additional documentation for capability assessment or guarantees from Bidder. This is to ensure that the Bidder can complete the new contract without issues arising from their existing commitments. If the Bidder fails to satisfactorily address UNICEF’s concerns or provides the requested documentation for capability assessment or an additional 10% guarantee, UNICEF reserves the right to dismiss the Bidder. UNICEF will then decide the next steps in its best interest, either awarding the Lot to another Bidder or initiating a rebid, depending on the circumstances.

**Table 4: Mandatory Eligibility Requirement**

<b>Mandatory Eligibility Requirement</b>	
<p><b>1. Company Profile/Registration</b> Proof of registration, demonstrating compliance with all tax, revenue, labor, and administrative requirements in Ethiopia. This includes the 2016/2017 (Ethiopian Calendar)/2024 business license, Certificate of Competence (COC) for Grade-4 General Contractor/Building Contractor and above, VAT registration, etc.</p>	Pass/ Fail
<p><b>2. Site Visit</b> A visit to all designated schools must be conducted for the Lot that interests a bidder. Evidence of site visit to be in the form of:</p> <ul style="list-style-type: none"> <li>- A confirmation letter issued by the representatives of the respective School or Woreda education offices, to be attached with the proposal.</li> <li>- Photos taken by the bidders, to be attached with the proposal.</li> </ul>	Pass/Fail

**Table 5: Technical Evaluation Criteria**

<b>CRITERIA</b>	<b>POINTS</b>
<b>1. Capability (skills, expertise, and experience) of the Potential Bidder and Key Personnel:</b>	<b>25</b>
- A list of key personnel proposed for the execution of the works, including their CVs and Terms of Reference (TORs) for each position. The minimum qualifications required are specified in section 5, "ELIGIBILITY AND QUALIFICATION."	
- A list of projects of similar nature and complexity completed in the past five (5) years, including references. This should detail at least four related assignments undertaken in the country, with the corresponding project value, and provide traceable contact information (phone numbers and/or emails) of clients, along with the year of project completion.	
- Experience providing related services to other UN, I/NGOs.	

<p><b>2. Capacity (Resources and Availability) of the Potential Bidder:</b></p> <p><b>Equipment Requirements</b></p> <ul style="list-style-type: none"> <li>- Detailed list of equipment, indicating whether each item is owned or leased. For owned equipment, the bidder should provide clear, legible, and acceptable proof of ownership, such as ownership certificates, receipts, or other relevant documents. For leased equipment, a lease agreement between the bidder and the supplier must be provided.</li> <li>- A minimum list of required equipment is outlined in Section 5, titled "Eligibility and Qualification."</li> </ul> <p><b>Financial Requirements</b></p> <ul style="list-style-type: none"> <li>- Audited financial statements from the past four years, including profit and loss statements and auditors' reports. The bidder must demonstrate a minimum annual turnover of ETB 30 million in at least one of the last four years. Additionally, bidders should provide evidence of sufficient working capital for the contract, including access to lines of credit and other available financial resources.</li> </ul>	<b>20</b>
<p><b>3. Proposed Solution (Approach, Methodology, Schedule, Quality, and time Control plan)</b></p> <ul style="list-style-type: none"> <li>- A thorough understanding of the project scope and objectives is required, along with a detailed Implementation Plan for the works in each respective Lot. The plan should outline the overall approach, including work methodology, comprehensive work schedules, and the allocation of resources such as workforce, equipment, and materials. The proposed approach should also be tailored to the specific context of the project/lot, based on information gathered during site visit(s).</li> <li>- A comprehensive quality control plan for the execution of the Works should be provided, addressing anticipated risks, material handling, workmanship standards, health and safety measures, and site record-keeping to track daily progress. The plan should also reflect an understanding of local material availability and outline how environmental considerations related to material extraction and use will be managed.</li> <li>- A clear understanding of and responsiveness to UNICEF's requirements, along with a demonstrated commitment to social and environmental responsibility.</li> </ul>	<b>25</b>
<b>TOTAL</b>	<b>70</b>

## 5. FINANCIAL INSTRUMENTS

### 5.1. Performance guarantee

The contractor must submit a performance bond, which is mandatory and must cover 10% of the total project cost. The performance bond MUST be obtained from an insurance company in the form of surety.

### 5.2. Fixed Price Details

Please refer to clause 8.2 of standard Contract for Construction Works for details of lump sum contracts and UNICEF quotation frameworks.

### 5.3. Contract duration

The contract duration is 6 months for implementation and 12 months for the Defects Liability period.

### 5.4. Retention and Guarantee Period

A 5% of the total project cost will be held as retention and will only be released to the contractor upon issuance of the final acceptance certification at the end of the Defect Liability Period. Please refer to clauses 8.3 and 6.3 of standard Contract for Construction Works for further details on retention and liability for defects, respectively.

## 6. PROJECT MANAGEMENT

### 6.1. Project Management and Coordination

The designated technical Contract Manager is the Construction engineer under the direct supervision of construction manager and the overall monitoring of the budget owner, Chief of education/WASH.

- UNICEF shall supervise and inspect the works during its execution with support from the Tigray Regional Education Bureau Engineering Department. UNICEF will provide instructions and clarify technical queries during the execution of works.
- UNICEF will oversee the works and the administration of the Contract, including the certification of payments.

- UNICEF will check the progress of works regularly and notify the selected Contractor of any defects that are found. Such checking shall not affect the selected Contractor's responsibilities.
- If the selected Contractor has not corrected a defect within the time agreed with UNICEF, the selected Contractor will be liable for Liquidated Damages.
- Communication between parties shall be valid only when in writing. Notice shall be valid only when it is delivered.

### **6.2. Management Meetings**

- Either UNICEF's appointed third-party service provider, or the Selected Contractor may require the others to attend a management meeting. The business of a management meeting shall be to review the plans for remaining Works and to deal with matters raised under the procedure for "Delays and Extension of time" sets out under UNICEF Contract for Construction.
- UNICEF's appointed third-party service provider should record the meetings and provide copies of the record to those attending the meeting and to UNICEF, including action points and responsibility for each action point.

### **6.3. Payment Certificates**

- The Selected Contractor will be paid for each deliverable accepted by UNICEF and following the price to each Deliverable agreed in the Contract. The selected Contractor shall notify the Engineer if it considers that any Works or part of the Works and/or any Deliverables for which sums are payable in accordance with the Schedule of Payments have been completed or provided in accordance with the Contract, with supporting documents.
- UNICEF will certify acceptance of partial, substantial, and final Works through its third-party service provider. No payments will be processed prior to a written certificate of its satisfactory acceptance. Payments will be issued within a period defined in the Contract and following UNICEF's procedures.
- All variations in respect to the scope of work and costs must be requested in writing to UNICEF and no works beyond the approved scope shall be executed before approval from UNICEF.

## **7. P R E -BID MEETING**

- UNICEF shall host a pre-tender meeting to provide guidance to the participating companies on the layout, content, and submission requirements of the RFP and to address any queries that Contractors may have in relation to the project.
- Attendance at the pre-bid meeting is not obligatory but is recommended for Contractors to receive further clarification on the bidding process and site conditions.
- Questions at the pre-bid meeting will relate to technical requirements, bidding process, and the submission requirements. Questions should be submitted in writing and detailed after the meetings.
- Any clarifications arising from this meeting and the site visit conducted prior to the meeting, will be circulated to all Contractors in writing following the pre-bid meeting.
- The time and venue of the pre-bid meeting will be confirmed to the interested bidders.

## ANNEX - C - TECHNICAL EVALUATION CRITERIA

Mandatory Eligibility Requirement	
<b>1. Company Profile/Registration</b> Proof of registration, demonstrating compliance with all tax, revenue, labor, and administrative requirements in Ethiopia. This includes the 2016/2017 (Ethiopian Calendar)/2024 business license, Certificate of Competence (COC) for Grade-4 General Contractor/Building Contractor and above, VAT registration, etc.	Pass/ Fail
<b>2. Site Visit</b> A visit to all designated schools must be conducted for the Lot that interests a bidder. Evidence of site visit to be in the form of: <ul style="list-style-type: none"> <li>- A confirmation letter issued by the representatives of the respective School or Woreda education offices, to be attached with the proposal.</li> <li>- Photos taken by the bidders, to be attached with the proposal.</li> </ul>	Pass/Fail

**Table 5: Technical Evaluation Criteria**

CRITERIA	POINTS
<b>1. Capability (skills, expertise, and experience) of the Potential Bidder and Key Personnel:</b>	<b>25</b>
- A list of key personnel proposed for the execution of the works, including their CVs and Terms of Reference (TORs) for each position. The minimum qualifications required are specified in section 5, "ELIGIBILITY AND QUALIFICATION."	
- A list of projects of similar nature and complexity completed in the past five (5) years, including references. This should detail at least four related assignments undertaken in the country, with the corresponding project value, and provide traceable contact information (phone numbers and/or emails) of clients, along with the year of project completion.	
- Experience providing related services to other UN, I/NGOs.	

<p><b>2. Capacity (Resources and Availability) of the Potential Bidder:</b></p> <p><b>Equipment Requirements</b></p> <ul style="list-style-type: none"> <li>- Detailed list of equipment, indicating whether each item is owned or leased. For owned equipment, the bidder should provide clear, legible, and acceptable proof of ownership, such as ownership certificates, receipts, or other relevant documents. For leased equipment, a lease agreement between the bidder and the supplier must be provided.</li> <li>- A minimum list of required equipment is outlined in Section 5, titled "Eligibility and Qualification."</li> </ul> <p><b>Financial Requirements</b></p> <ul style="list-style-type: none"> <li>- Audited financial statements from the past four years, including profit and loss statements and auditors' reports. The bidder must demonstrate a minimum annual turnover of ETB 30 million in at least one of the last four years. Additionally, bidders should provide evidence of sufficient working capital for the contract, including access to lines of credit and other available financial resources.</li> </ul>	<b>20</b>
<p><b>3. Proposed Solution (Approach, Methodology, Schedule, Quality, and time Control plan)</b></p> <ul style="list-style-type: none"> <li>- A thorough understanding of the project scope and objectives is required, along with a detailed Implementation Plan for the works in each respective Lot. The plan should outline the overall approach, including work methodology, comprehensive work schedules, and the allocation of resources such as workforce, equipment, and materials. The proposed approach should also be tailored to the specific context of the project/lot, based on information gathered during site visit(s).</li> <li>- A comprehensive quality control plan for the execution of the Works should be provided, addressing anticipated risks, material handling, workmanship standards, health and safety measures, and site record-keeping to track daily progress. The plan should also reflect an understanding of local material availability and outline how environmental considerations related to material extraction and use will be managed.</li> <li>- A clear understanding of and responsiveness to UNICEF's requirements, along with a demonstrated commitment to social and environmental responsibility.</li> </ul>	<b>25</b>
<b>TOTAL</b>	<b>70</b>

## 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 N° 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:	N° 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:	