**COVER LETTER to Tender: RFPS-UKRA-2018-009/LRPS-2018-9143343**

Intent of the present Tender is to invite proposals for Risk assessment associated with use of chemicals at Voda Donbasa in Donetsk oblast, GCA, as fully detailed in the Terms of Reference/Statement of Work attached at Annex B.

Proposers must provide the Technical Proposal and the corresponding Price Proposal in separate closed envelopes with the reference number:

TECHNICAL PROPOSAL\_NAME OF BIDDER\_RFPS-UKRA-2018-009/LRPS-2018-9143343

PRICE PROPOSAL\_NAME OF BIDDER\_RFPS-UKRA-2018-009/LRPS-2018-9143343

**Proposals must consist of:**

1. **Request for Proposal for Services Form** (page 3). Form must be completed and signed. Please note the term of validity of proposal must be correctly indicated (120 days), the Bids offering less than 120 days of validity shall be INVALID. USD currency must be indicated as a Currency of proposal. Proposals submitted without **Request for Proposal for Services Form** will be INVALIDATED.
2. **Technical and Price Proposals in SEPARATE sealed envelopes.**

* **Technical Proposal** must be submitted in a SEPARATE envelope and should be in Ukrainian or Russian or English languages. The list of documents comprising the Technical Proposal and Qualification criteria are listed in this Request for Proposal for Services (Part II, para 5, Preparation of offer). NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL. The Proposal shall be sealed and numerated. The Bidder shall submit one (1) hardcopy and one (1) electronic version on CD/flash card of the Technical Proposal in separate sealed envelope. International bidders SHOULD NOT include CD/flash card into the envelope, but should have the identical fully scanned copy of the Technical proposal available and should submit such in case additionally requested by UNICEF after Tender opening.
* **Price Proposal** must be submitted in a SEPARATE envelope and should include A LUMP SUM CALCULATION in USD net of VAT (with detailed budget lines) for the services rendered pursuant to Terms of Reference. All relevant expenses and any other miscellaneous expenses must be included into the LUMP SUM budget and duly reflected in the provided detailed budget breakdown.

**SUBMISSION DEADLINE: Monday, 29 October 2018, at 15:00 Kyiv time.**

**In addition, please note that:**

1. This is a sealed proposal request and you must adhere to the response instructions in the Request for Proposal. In case of discrepancy, the English version shall prevail.
2. Any inquiry for additional information concerning this Request for Proposal must be forwarded by e-mail with the tender number reference **RFPS-UKRA-2018-009/LRPS-2018-9143343** at [ukrtender@unicef.org](mailto:ukrtender@unicef.org). The deadline for receipt of any questions is October 22nd, 2018. PLEASE NOTE: no proposals should be sent to these e-mails, otherwise they will be INVALIDATED.
3. Please confirm in writing your participation in the tender by sending a confirming letter on the e-mail: [ukrtender@unicef.org](mailto:ukrtender@unicef.org).
4. Proposals shall be sent in sealed envelope in hard copies only to: UNICEF Ukraine and handed to the guard with indication "For tender". Address: 28 Instytutska str., Entrance B, Kyiv, 01021, Ukraine. Proposals submitted otherwise (by e-mail, fax, in an opened envelope, or without completed Request for Proposal for Services Form) be INVALIDATED.