

UNITED NATIONS CHILDREN'S FUND (UNICEF)

EXPRESSION OF INTEREST (EOI) – Reference REOI/AFGA/2016/003

Subject: Engagement of a fiduciary institution in support of Global Partnership for Education (GPE) Programme in Afghanistan

Date of the EOI: 02 Feb, 2016

Closing Date of the EOI: 11 Feb, 2016 at 2 pm

SPECIFICATIONS / TERMS OF REFERENCE / STATEMENT OF WORK

The main objectives of this project is to allocate a service provider who could who could provide fiduciary support for Global Partnership for Education Programme in Afghanistan.

SUBMISSION OF EXPRESSION OF INTEREST (EOI)

Interested suppliers/service providers are encouraged to complete and submit below EOI form.

EOIs should be sent as hard copies and addressed to Mr. Enayatullah Siddiqi (Supply Officer) UNICEF Supply Section, no later than 11 Feb, 2016 (2 pm local time) please clearly quote "EOI/AFGA/2016/003" on the sealed envelope as submissions without quote will be rejected.

Late submissions will not be entertained and processed.

This EOI does not constitute a solicitation. We do not require bids or proposals at this stage; we merely seek your expression of interest in participating in the tender.

A response to this Request for Expression of Interest does not automatically ensure that you will be selected to participate in the tender.

UNICEF reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNICEF also reserves the right to require compliance with additional conditions as and when issuing the final tender document.

If you have any additional question about this EOI, please contact Mohammad Tamim Amini e-mail: mtamini@unicef.org

Required Documents for Submission

1. General information such as, organization establishment date, structure, internal quality control and insurance mechanism, financial capacity, resources (personal and assets) including company fact sheet.
2. Filled supplier profile form and its annexes. (Attached to this expression of interest).
3. A valid copy of registration with Government of Afghanistan.

4. Minimum 10 years prior experience in public sector/financial and risk management
(entailing (i) Grant Management, (ii) Managing of Donor Development Assistance and (iii)
Experience in Education Sector)
5. Prior experience with United Nations will be considered an asset.

**EXPRESSION OF INTEREST FORM (EOI form) – Reference
EOI/AFGA/2016/003**

[Please check the box when appropriate]

GENERAL INFORMATION

Full company name:		
Manufacturer: <input type="checkbox"/>	Trader: <input type="checkbox"/>	Service provider: <input type="checkbox"/>
Address:		
Country:		
Contact Person:		
E-mail address:		
Tel:		Fax:
Alternative Contact person:		
E-mail address:		

**INTEREST IN SUPPLYING THE FOLLOWING CATEGORY [IES] OF GOODS /
SERVICE[S]**

[a]	<input type="checkbox"/>
[b]	<input type="checkbox"/>
[c]	<input type="checkbox"/>
[d]	<input type="checkbox"/>
[e]	<input type="checkbox"/>

ORIGIN OF GOODS / SERVICE[S]

Company name:	
Country:	
If more than one source	
Company name:	
Country:	
Company name:	
Country:	

QMS

Quality Mgt System	<input type="checkbox"/>
If others, please specify	

COMMERCIAL INFORMATION

Year	Total Turnover	Turnover for goods/service[s] required	Value of inventory of goods/service[s] required
2013			
2014			


ADDITIONAL INFORMATION

Company established in (year)		
Years of experience providing similar goods/service(s)		
Catalogue	<input type="checkbox"/> If online catalogue, specify the address:	
Ability to bar code according to EAN 128		<input type="checkbox"/>
Registration with UNGM ¹	<input type="checkbox"/> If so, registration number:	

All responses and identities of responding companies will remain confidential and will not be circulated externally. The raw data returned to UNICEF will be analysed, graded and assessed to allow UNICEF to evaluate and verify responsive companies as preparation for a shortlist to then progress to the issue of a Request for Proposals or Invitation to Bid.

THIS DOCUMENT HAS BEEN:

Prepared by:


Mohammad Tamim Amini
 Procurement Assistant
 UNICEF ACO

Approved by:

 02/02/16
Emma Maspero
 Supply & Logistics Manager
 UNICEF ACO

SUPPLIER PROFILE FORM

All pages to be completed by Supplier and submitted to UNICEF.

It should be understood that falsified or misleading information could result in disqualification of the company as a registered potential supplier for UNICEF

Requested information is for UNICEF's internal use only and will be treated as confidential.

UNICEF fully subscribes to the Convention on the Rights of the Child and draws the attention of potential suppliers to Article 32 of the Convention which inter alia requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the Child's education, or to be harmful to the Child's health or physical, mental, spiritual, moral or social development.

UNICEF reserves the right to terminate any contract unconditionally and without liability in the event that the supplier is discovered to be in non-compliance with the national labour laws and regulations with respect to child employment.

The supplier guarantees that neither the supplier's company, nor any of its affiliates, nor any subsidiaries controlled by the supplier's company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines (taken in its broader definition). The supplier recognises that a breach of this provision will entitle UNICEF to terminate its contract with the supplier.

I, representing the Company, acknowledge and ensure the Company's compliance with the above statements:

Name and Title: _____

Signature: _____

Date: _____

Company name: _____

(Please TYPE or PRINT)(attach additional pages if space in columns is not enough - but information must be provided in the following sequence for all columns) :

General Information (if available please provide all documentation with English translation)

1 Name of Company :

1.1 Full address: _____

Street _____

Postal code _____ City: _____

State/County/Region _____

Country _____

P.O.Box _____ City: _____ Postal code: _____

1.2 Tel (incl. country code): _____

1.3 Fax/Telex (incl. country code): _____

1.4 Email address: _____

1.5 Website: _____

1.6 Contact person authorised to deal on your behalf:

Name Title Email address Direct Telephone number

1.7 Year established: _____ **1.8 No. of full-time employees :** _____

1.9 Legal registration of the company – Please provide documentation of legal registration.

1.10 Name change -- Please provide documentation of name change, if applicable.

1.11 Type of organization (one X only)

State Enterprise: Private Company: Other (Please specify):

1.12 Activity category, mark X where applicable percentage business to annual sales

Manufacturer: -----

Consultant: -----

Trading company: -----

Forwarder: -----

Authorised agent: -----

Other (please specify): -----

Total of the above 100 %

1.13 If Agent/Trading House, do you hold sole/exclusive rights/license? Y / N

(If yes please state name and address of Principals and attach documentation):

1.14 If USA-based dealer, are you a "GSA" dealer? Y / N (If Yes, please attach certificate)

1.15 Number of years with export sales: _____

2 Parent Company (if applicable) : _____

2.1 Address : _____

2.2 Legal relationship of the parent company to the company

2.3. Year established: _____ **2.4. No. of full-time employees :** _____

2.5 Website: _____

Financial Information

3. Audited Financial Statements or Annual Report:

Financial statements are to be submitted if your company is to either:

- a) Do business with UNICEF to exceed _____ annually, or
- b) Would like to be considered for an LTA (long-term arrangement) award(s).

Alternatively, if there is a website, with the information, this can be stated:

_____ The statements are to include - balance sheet, income statements and notes thereto, with **English** translation.

The financial statements should be for the company itself, as well as the parent company, if applicable.

3.1 Authorised to discuss financial issues:

Name Title Email address Telephone number

Activities

4. Previous export contracts (during the last 2 years) with United Nations/International, Governmental or Non-Governmental Organizations/Private Companies, for below products/services:

(provide references):

Contract: Date Value Product Destination Organization Name/address.

ref. no.

- | | | | | | | |
|----|-------|-------|-------|-------|-------|-------|
| 1) | _____ | _____ | _____ | _____ | _____ | _____ |
| 2) | _____ | _____ | _____ | _____ | _____ | _____ |
| 3) | _____ | _____ | _____ | _____ | _____ | _____ |
| 4) | _____ | _____ | _____ | _____ | _____ | _____ |
| 5) | _____ | _____ | _____ | _____ | _____ | _____ |
| 6) | _____ | _____ | _____ | _____ | _____ | _____ |
| 7) | _____ | _____ | _____ | _____ | _____ | _____ |
| 8) | _____ | _____ | _____ | _____ | _____ | _____ |

4.1 What percentage of the company's annual sales are for export markets
_____ ?

4.2 Products/services offered:

Please tick off the material group your product/products fall under. To get a detailed listing of specific products within the groups, visit the UNICEF Internet site).

4.3 Storage/warehousing capacity (In square meters if applicable): _____

4.4 Size of production plant(s) (In square meters if applicable): _____

4.5 Local representation: (Please attach list of countries where your local representative will provide warranty services on products/services purchased from you - provide complete addresses (of your subsidiaries/agents)

Other Information

5. Approved Standards (ISO, FDA, GMP, etc):

(Certificates of approval to be attached)

5.1 Does your company have a statement on quality policy?
(Circle as applicable) Y / N if yes, kindly attach a copy.

5.2 Which of the following does your company implement: (circle as applicable)

Raw material control Y / N Sub-component control Y / N

Process control Y / N Final/pre-delivery control Y / N

5.3 Authorised contact person regarding Quality control:

Name: _____

Title: _____

Telephone: _____

Email: _____

5.4 Membership of National / International Associations?

(Circle as applicable) Y / N (if yes, please enclose list of names)

5.5 Does your company have social accountability policy?

(circle as applicable) Y / N (if yes, please provide copy of relevant document)

5.6 Does your company have a documented environmental policy?

(circle as applicable) Y / N (if yes, please attach a copy of relevant document)

I hereby certify that the information provided above and in all the annexures is correct and that no person in any connection with this establishment, as a supplier for providing material, supplies or services, or as a principal or employee, is employed by UNICEF, or barred by UNICEF.

I also understand that falsified or misleading information could result in disqualification of the company as a registered potential vendor for UNICEF.

Name: _____ Date: _____

Title: _____ Signature: _____

UNICEF Supplier / Contractor Profile Form Annex A: Previous Contracts

(Please attach a copy of the Contract and Completion Certificate of the Project - three highest in contract value - completed by your company.)

	Starting (Month / Year)	Completed (Month / Year)	Project Title / Kind of Supplies / Services	Total Value (USD \$)	Client	Contact Copy Attached	Completion Certificate Copy Attached
1						Yes / No	Yes / No
2						Yes / No	Yes / No
3						Yes / No	Yes / No
4						Yes / No	Yes / No
5						Yes / No	Yes / No
6						Yes / No	Yes / No
7						Yes / No	Yes / No
8						Yes / No	Yes / No
9						Yes / No	Yes / No
10						Yes / No	Yes / No
11						Yes / No	Yes / No
12						Yes / No	Yes / No
13						Yes / No	Yes / No
14						Yes / No	Yes / No
15						Yes / No	Yes / No

Company Name: _____ Signature: _____ Date: _____

Name: _____ Title: _____ Company Stamp: _____

UNICEF Supplier / Contractor Profile Form Annex B: Staff

	Name	Title	Experience (Years)	Working with Company Since: (Month/Year)	Qualification / Skill	Full Time / Consultant / Part-Time / Others
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

- Title Example: Director, Manager, Administrator, Lawyer, Accountant, Civil Engineer, Electrical Engineer, Mechanical Engineer, Computer Programmer,
Computer Operator, Office Clerk, Site Supervisor, Storekeeper, Secretary, Receptionist, Driver, Guard etc.
- Please add page(s), if number of staff exceeds 15.

Company Name: _____ Signature: _____ Date: _____

Name: _____ Title: _____ Company Stamp: _____

UNICEF Supplier / Contractor Profile Form Annex C: Property / Asset

I. Real Estate

	Type of Property / Asset	Year Built	Own / Rent	Ownership document available (if yes, attach a copy)	Location (Governorate)
1			Own / Rent	Yes / No	
2			Own / Rent	Yes / No	
3			Own / Rent	Yes / No	
4			Own / Rent	Yes / No	
5			Own / Rent	Yes / No	
6			Own / Rent	Yes / No	
7			Own / Rent	Yes / No	
8			Own / Rent	Yes / No	
9			Own / Rent	Yes / No	
10			Own / Rent	Yes / No	

-Type of Property/Asset Example: Office Building, Branch, Warehouse, Factory (specify, e.g. block factory), Workshop (specify, e.g. carpentry, blacksmith), Shop (specify, e.g. bookshop) etc.

II. Equipment

	Description (Type / Make / Model)	Year Built	Own / Rent	Ownership document available (if yes, attach a copy)	Registration No.
1			Own / Rent	Yes / No	
2			Own / Rent	Yes / No	
3			Own / Rent	Yes / No	
4			Own / Rent	Yes / No	
5			Own / Rent	Yes / No	
6			Own / Rent	Yes / No	
7			Own / Rent	Yes / No	
8			Own / Rent	Yes / No	
9			Own / Rent	Yes / No	
10			Own / Rent	Yes / No	

-Type of Equipment Example: Tipper Truck, Cargo (flatbed) Truck, Tanker Truck (specify capacity and Fuel or Water), Light Vehicle (e.g. 4WD), Cement Mixer, Grader, Compactor, Bulldozer, Shovel Car, Excavator, Crane (specify capacity), Forklift (specify the capacity), Drilling Rig, Compressor, Tractor, Dumper, Generator (specify KVA) etc.

Company Name: _____
Signature: _____
Date: _____
Title: _____
Company Stamp: _____