
REQUEST FOR PROPOSAL FOR SERVICES**LRPS-2016-9124931****25 April 2016****UNITED NATIONS CHILDREN'S FUND (UNICEF)****Wishes to invite you to submit a proposal for**

Study on sustainability of Open Defecation Free status of communities in Afghanistan & Study into safe handling, disposal and reuse of human waste

The proposals must be received by 15th May 2016 at 02:00 P.M. Local Time

PRE-BID MEETING

A pre-bid meeting is set for Monday 02 May, 2016 at 10:00 A.M. local time

Interested invitees are kindly requested to provide their respective skype # IDs in writing to akhosravi@unicef.org. Those of the invitees who are located in Kabul and intend to participate in the pre-bid meeting, may submit their arrival by email to akhosravi@unicef.org. Please submit your arrival information/Skype IDs no later than 30 April, 2016 04:30 P.M. local time

The arrival information entails:

- (a) Participant#s Full Name:
- (b) Participant#s Nationality:
- (c) Participant#s Tazkera/Passport No.: (original passport/tazkera to be available upon entry into UNOCA Compound)
- (d) Driver#s Full Name (Optional)
- (e) Driver#s Nationality (Optional)
- (f) Driver#s Tazkera/Passport No. (Original passport/tazkera to be available upon entry into UNOCA parking lot)
- (g) Vehicle#s Make/Model:
- (h) Vehicle#s Color:
- (i) Vehicle#s Plate No:

Those who are unable to attend the pre-bid meeting may send their queries in writing to akhosravi@unicef.org by 30 April 2016, 04:30 P.M. local time

Late submissions will not be responded.

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

Prepared By:



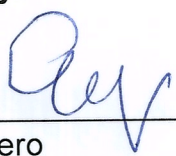
Date: 25/04/2016

Abolfazl KHOSRAVI

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

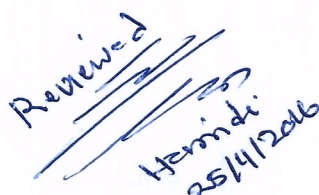
Email : akhosravi@unicef.org

Approved By:

 25/04/16

Date: _____

Emma Maspero


Reviewed
Herindi
25/4/2016

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. **LRPS-2016-9124931** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Currency of Proposal: _____

Validity of Proposal: _____

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

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____ Other _____

Item	Service Description	Quantity	Unit	Unit Price	Price
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10 Study on open defecation & human waste

UNICEF AFGHANISTAN

TERMS OF REFERENCE FOR SERVICES - INSTITUTIONS

SHORT TITLE OF ASSIGNMENT: Study on sustainability of Open Defecation Free status of communities in Afghanistan & Study into safe handling, disposal and reuse of human waste

NATIONAL / INTERNATIONAL National

LOCATIONS TO BE VISITED Open Defecation Free Villages in 8 provinces (Badakhshan, Takhar, Nangarhar, Laghman, Kapisa, Bamyán, Daikundi, Logar)

BACKGROUND

Globally, the progress towards the sanitation targets, including those set under the Millennium Development Goals (MDGs) was slow. Many approaches have been tried out in different countries to ensure that people get access to safe sanitation facilities. For decades there has not been a proven, scalable, cost-effective model that gives confidence for rapid further progress. In 2008, UNICEF adopted the Community Approaches to Total Sanitation (CATS) as strategy for its work on sanitation programming. CATS aims at eliminating open defecation; rooted in community demand and leadership, focused on behavior and social change, and committed to local innovation. CATS is an umbrella term that encompasses a wide range of community-based sanitation Programmes, such as Community-Led Total Sanitation (CLTS), School-Led Total Sanitation (SLTS) and Total Sanitation Campaigns (TSC), as well as combinations thereof.

CATS is now used in 50 countries, reaching over 54,000 communities with more than 100 million people. There are major efforts throughout Africa, South Asia, and East Asia. CATS aims for 100% Open Defecation Free (ODF) communities and associated key behaviors (e.g. hand-washing with soap). Implementers are asked to consistently utilize a set of interventions built around a number of CATS principles.

If successful in limiting sanitation related diseases, CATS will have significant direct and indirect impacts on child morbidity and mortality, stunting, education, and other areas. Monitoring data based on a consistent certification/ verification process indicate very high success rates in the use of toilets compared to conventional approaches. Sanitation programmes that apply CATS approaches are fundamentally owned and implemented by national partners; leadership is normally taken by national and sub-national governments but often includes other actors. Community participation is a critical element, setting the stage for the introduction of a new social norm, where open defecation is no longer an accepted practice. Strategies include mobilizing the community to take a collective decision that leads to community implementation and oversight of related activities (household and school toilet building and use, hand washing, etc). The approach is radically different from conventional efforts that focus on changing the behaviour of households one at a time, often with heavy subsidies to build toilets.

Key UNICEF contributions to CATS include policy advocacy, social mobilization, counterpart capacity strengthening, community triggering, monitoring, and limited financial support. UNICEF is not the only organization using and promoting CATS. Globally, there are other major supporters implementing similar approaches which include, but are not limited to, WSP, Plan International and SNV.

South Asia is the region with largest number of people practicing open defecation, and the region did not reach the sanitation MDG target. In this region, UNICEF has been supporting and promoting the use of CATS in five countries: Afghanistan, Bangladesh, India, Pakistan and Nepal. The nature of UNICEF support in these countries varies significantly, primarily influenced by the extent of Government investments in rural sanitation. As Government budgets for sanitation increase, the nature of UNICEF support moves more from downstream (direct support for CATS implementation) to upstream (support for Government and NGOs to implement CATS strategies). UNICEF Executive Board commissioned a global evaluation of CATS in 2012-13. This evaluation was carried out in 2013, and the findings and recommendations were presented at a global workshop in February 2014.

In response to recommendation 2 of this evaluation (specifically in the context of sustainability of the changes in toilet use and handwashing behavior), UNICEF Regional Office for South Asia (ROSA) and the UNICEF Country

Item	Service Description	Quantity	Unit	Unit Price	Price
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Offices from South Asia that participated in the global workshop on the CATS evaluation in February 2014 (Afghanistan, Pakistan, India and Nepal), agreed to study the sustainability of CATS results in these four countries. Community Led Total Sanitation (CLTS) was introduced in Afghanistan in 2010 in Afghanistan through a USAID funded project which was later adopted to the Afghan context. UNICEF has been supporting the Ministry of Rural Rehabilitation and Development (MRRD) to implement CLTS and the approach has shown substantial success in converting communities to open defecation free status. The Afghan Context CLTS, in addition to eliminating open defecation also has people upgrade their unimproved latrines and trains community members on hygiene. Since 2010, CLTS led to about 1600 open defecation free villages. Slippage and conversion to open defecation is happening at varying degrees. In Afghanistan there is no documented evidence on what percentage of communities revert back to open defecation but there are speculations that people in some communities started with open defecating again. This study, part of the regional initiative to evaluate sustainability of CATS/CLTS, is an attempt to find out what percentage of communities revert to open defecation. Moreover, the study will also identify factors associated with sustainability of ODF or slippage.

The Sustainable Development Goal 6 on Water and Sanitation calls for countries to achieve, by 2030, that at least 50% of all human waste is safely managed. Traditionally in Afghanistan, human excreta is composted and used as fertilizer in agriculture. When done adequately with attention to safe handling, the re-use of composted human waste as fertilizer is recognized as a form of safely managing human waste. To what extent the re-use of human waste as fertilizer in Afghanistan is still practiced has not been documented as far as we could assess. To our knowledge there are no studies about the knowledge, attitudes and practices of handling, disposal and re-use of human waste in Afghanistan. Anecdotal evidence and field observations show a wide variety of poor handling of human waste and unsanitary conditions around the traditional vault latrines. The outreach required to visit the ODF declared communities under the aforementioned ODF sustainability study offers an efficiency gain when we combine this with a study on handling, disposal and re-use of human waste in Afghanistan, and to address these two studies under one contract.

OBJECTIVE

A. ODF Sustainability Study: The main goal of the ODF sustainability study is to document success or lack of success with regards to sustainable sanitation after CLTS implementation in Afghanistan, and to contribute to knowledge generation on sustainability of community led total sanitation in the country to enhanced implementation and outcomes in the future. The study will produce recommendations for improvements to CATS/CLTS programming, for the Afghan Government, for UNICEF and for other support agencies. The results will provide ways in which to obtain more sustainable results in terms of communities remaining free of open defecation and creating a habit of practicing handwashing with soap after using the toilet and other critical times.

Specific Objectives include:

To find out how many communities are still Open Defecation Free (ODF) and to know the key factors associated with communities remaining ODF or of slippage, at a minimum of two years after they have been declared ODF.

To find out key factors (both social and technical) that can explain the success or failure of the CLTS approach in a given community context.

To find out what percentage of people in ODF communities practice hand washing with soap at critical times.

To find out key factors at various levels (from community to policy levels) related to government and NGO interventions which improve the adherence to new ODF behaviors created by CLTS interventions.

B. Safe handling, disposal and reuse of feces study: The main objective of the KAP study on handling, disposal and re-use of human waste is to generate knowledge that will be used to modify the approach and the design of specific interventions of the Afghan Context CLTS program that will ultimately lead to safe handling, disposal and re-use of human waste in Afghanistan.

The specific objectives include:

To document to what extent the practice of re-using human waste, including urine, for agriculture is still practiced in Afghanistan

Document the knowledge, attitudes and practices as well as general assumptions about the handling, disposal and re-use of both the liquid and solid components of human waste in different areas of Afghanistan.

SCOPE OF WORK, ACTIVITIES, TASKS, DELIVERABLES AND TIMELINES, PLUS BUDGET PER

Item	Service Description	Quantity	Unit	Unit Price	Price
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DELIVERABLE

The study will cover those communities in Afghanistan which were declared as Open Defecation Free (ODF) at least two years prior to the start of the study, taking at least a 10 percent sample of all communities declared ODF. According to data from MRRD approximately 700 communities were declared ODF before February 2014 supported by UNICEF and other partners including the USAID funded project of Sustainable Water and Sanitation Services (SWSS) (List is annexed to this ToR).

The definition of open defecation free communities includes below parameters:

Absence of excreta in the community in open areas

A latrine with a closed super- and sub-structure; with a means of keeping flies from entering the pit (either water seal or lid)

Hand washing facilities with water and soap or soap-substitute such as ash

Evidence that the latrine and hand washing facilities are being used (e.g. a well-trodden path)

Methodology

UNICEF will provide the list of all communities declared ODF before February 2014. Ideally, the agency should carry out In-depth interviews, focus group discussions and observations at the village level as well as key informant interviews and a desk review. A representative sample model for quantitative data collection should also be proposed by the contractor. The consultancy will produce a country-specific report, with findings, analysis including comparisons, and recommendations.

At least ten percent of the communities declared ODF before February 2014, should be considered as sample for the qualitative data while the contractor should come up with a reasonable sample size for the quantitative data.

The main users of the findings and recommendations of this consultancy will be decision-makers in Government, NGOs and UNICEF who are in various ways working on rural sanitation programmes based on CATS/CLTS strategies.

This study seeks to determine the following in communities that were certified free of open defecation on or before February 2014:

The proportion of households that is still using a safe toilet

The factors that motivated people to continue using a toilet

The factors that indicate the state of operation and maintenance of the toilets

The proportion of households that reverted to open defecation after ODF verification

The common characteristic of households reverting to open defecation

The factors that caused people to revert to open defecation

The proportion of households that constructed another toilet after ODF verification

The factors that motivated household to construct another toilet after ODF verification

The actions households took when their toilet pits filled

The proportion of households having water and soap in or near the toilets

The proportion of households having soap for handwashing in their house

The factors that motivate households to practice handwashing with soap after using the toilet

The factors that de-motivate households to practice handwashing with soap after using the toilet

The factors involved in handwashing at critical times by all members of the family

Evidence of post-ODF activities that helped households maintain or improve their toilet use and handwashing with soap practices

The degree to which not practicing open defecation and handwashing with soap after defecation respectively have become a new social norm/habit

The factors which are related to an enabling environment for sustainable ODF behaviour

The KAP study, will collect specific information on knowledge, attitudes, practices and perceptions on:

Use of a toilet facility by different members of the household

Cleaning of household latrines

Emptying household latrine pits, septic tanks and vaults

Facts and beliefs about the collection and use of human and animal waste, related to advantages, risks and (non-) acceptable practices.

Item	Service Description	Quantity	Unit	Unit Price	Price
	Handling and disposal of human waste				
	Handling and disposal of child feces				
	Composting of human waste (eg. mixing ash, straw, animal droppings etc. with human waste to aid composting)				
	Reuse of urine for agriculture				
	Reuse of fresh and/or composted human waste				
	Different crops, trees and scrubs fertilized with human waste and or urine				
	The risks and perceptions (health or social) related to handling, disposal or re-use of human waste				
	About re-use of #own# family waste vs. waste from other families				
	People involved in handling, disposal and re-use of solid waste				
	Commercialization of handling and selling of human-waste based fertilizer				
	Management of the study:				
	A Steering Committee will be formed to oversee and steer the overall implementation of the study. The group will provide technical input at different stages of the study and will approve the methodology as part of the inception report, and the draft and final study report. This group will involve members from UNICEF and government ministries including MRRD and MoPH and other relevant agencies/partners.				

Task 1

INCEPTION PHASE

Meetings, document gathering, desk review
 Conceptual report Study plans, protocols, indicators; approaches and tools, selection of geo-areas for the study (80 communities from 8 provinces); data collection plan, protocols for data cleaning and tabulations. Recruitment and training of field staff
 Obtain permission for the Study by the relevant authorities by IRB at MoPH
 Review of the draft of the inception report by the UNICEF ROSA and Afghanistan Office and the study reference group
 UNICEF feedback, revisions and acceptance of the inception report
 Deliverables;
 Inception report including final study protocol and qualitative survey methodology
 Inception Report, including:
 Duration: 50 Working Days

Task 2

EXECUTION PHASE

Training of data collectors

 Data collection
 Data cleaning, initial tabulations
 Analysis and drafting country report
 Deliverables;
 Preliminary Qualitative Analysis
 Duration: 45 working days

Task 3

DELIVERY PHASE

Preparation and submission of draft report
 Review of draft report by UNICEF ROSA and Afghanistan Office and study reference group
 Preparation and submission of final report
 Presentation workshop
 Deliverables;

Item	Service Description	Quantity	Unit	Unit Price	Price
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Study Report

Duration: 20 working days

Presentation workshop

Deliverables;

Workshop report

Duration: 5 working days

BUDGET AND TERMS OF PAYMENTS

The price of proposal for each deliverables should be in attached financial cost schedule annexed to this RFP, include any associated cost to that particular tasks, (i.e. DSA/accommodation, transportation and running costs.

Payment modalities:

The payment will be done in three installments as per table shown in the financial cost schedule with following breakdowns:

- The first instalment which is 40% will be released upon approval of the Inception Report by the Steering Committee, including the complete research protocol and tools, plan for recruitment and training of field surveyors and the approval from the ethical review board of the MoPH. Output for this instalment is the Inception Report.
- The second payment of 40% will be released upon submission and presentation of draft study report.
- The third instalment which is 20 % will be released after submission and approval by the Steering Committee of the final report, all tools, photographic and recorded materials, and the data sets (in hard and softcopies).

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

a. Qualifications for the consulting firm

At least 5 years of experience in carrying out consultancies in water supply, sanitation and/or hygiene behavior change programming

- Familiarity or prior work experience for the UN, UNICEF or international development organizations.
- At least 5 years of experience in carrying out field data collection, using household interviews, focus group discussions, and key informant interviews.
- No prior involvement in the programmes/project that are to be evaluated (ODF Villages).

b. Qualifications for the individual experts to be hired

- The study experts must have an advanced university degree in social sciences or related field, preferably related to WASH behavior change;
- The team leader must have proven expertise in leading similar studies or evaluation across several countries, as team leader;
- All experts should have at least 7 years of relevant experience;
- Excellent English writing and speaking skills;
- Good communication, analytical and facilitation skills;
- Good understanding of the local context and challenges of CLTS programming;
- KAP and C4D expertise including felicity in using tools like Appreciative Enquiry
- Proven capacity to work with multiple partners from governmental and non-governmental institutions;
- The study experts must have at least five years of experience in conducting focus group discussions, key informant interviews, and the supervision and cross-checking of household interviews.
- Mix of male-female and national-international experts

c. Competencies of the personnel deployed for data collection

- At least five years of experience of processing and documentation of qualitative and quantitative of field data collection (FGD, household interviews, key-personnel interviews, questionnaires, etc.).
- Proven experience with relevant Computer-based Statistical data operation and management
- Good English reading, writing and speaking skills.
- Excellent reading, writing and speaking skills in the languages in which the data is collected;
- Good Pashto/Dari reading, writing and speaking skills will be an asset.

The study team should have gender balance. The teams for field data collection must have female interviewers.

Item	Service Description	Quantity	Unit	Unit Price	Price
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The implementing partner should provide the composition of the national evaluation team it is proposing, and include the CVs of all key team members who will be part of implementing the evaluation.

CONDITIONS OF WORK

The contractor will be working from their own offices. UNICEF will cover the financial part as per the agreed deliverables. UNICEF will not provide the office space, computers, include logistics, transport, insurance, security and other related issues. The contractor should have an office in Kabul and must have operating license in Afghanistan.

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SPECIAL NOTES

INSTRUCTIONS TO VENDORS

A. INTRODUCTION

1.0 UNICEF, the United Nations Children's Fund, an international, inter-governmental organization established by the General Assembly of the United Nations by resolution No. 57(1) of 11 December, 1946 as a subsidiary organ of the United Nations, having its headquarters in New York, with offices in over 160 countries spanning 260 locations.

2.0 UNICEF works with governments, civil society organizations, and other organizations around the world to advance children's rights to survival, protection, health, development and participation and is guided by the Convention on the Rights of the Child.

SPECIFIC TERMS AND CONDITIONS

CONTRACTUAL PROVISIONS

1. PURPOSE OF THE BID

1.1 UNICEF has a potential requirement for the items/services in the quantities and with the specifications outlined in the schedules to this bid.

2. PRICES AND PAYMENT TERMS

2.1 Bidders are requested to:

- (a) Provide unit prices in (AFN) that will remain valid for a period of 90 days after bid closure.
- (b) Provide unit prices to UNICEF as a most favored customer;
- (c) Advise as to any discounts applicable for bulk purchases or payment within a specified period of time.

2.2 UNICEF standard payment terms are net 30 days after receipt of COMPLETE PAYMENT DOCUMENTATION as specified in the Purchase Order. Time will be computed from the date of receipt at UNICEF office of complete payment documentation. Any other discount must be clearly stated in the bid.

2.3 TAX exemption for UNICEF will be applicable as per section 7 of the convention of the privileges and immunities of the United Nations provides, inter-alia, the UN, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and it exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any government authority refuses to recognize UNICEF's exemption from such taxes, duties or charges, the supplier shall immediately consult with UNICEF to determine a mutually acceptable procedure. Accordingly, the supplier authorizes UNICEF to deduct from the supplier's invoice any amount representing such taxes, duties or charges unless the supplier has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the supplier to pay such taxes, duties or charges under process. In that event, the supplier shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

3. DELIVERY

As per set deliverables.

4. DESTINATIONS

4.1 Kabul and elsewhere in Afghanistan.

5. SAMPLES

5.1 As per set Terms of Reference.

5.2 Failure to provide, in a timely manner, samples or documentation requested by UNICEF shall be sufficient ground to declare the bid invalid or to terminate for default, at no cost to UNICEF, any resulting Purchase Order.

6. SUBCONTRACTING

6.1 Bidders MUST identify on their bid, any products which may be offered by themselves, but originate from another supplier and/or country. All subcontracting must be reviewed by UNICEF prior to award.

7. PACKING (where applicable)

7.1 For supplies the bidder warrants that the cost of packing is included in the cost offered for the items.

7.2 The successful bidder shall ensure that:

(a) The packing shall be of a sturdy export quality, of virgin base materials and is of a commercial standard that will provide adequate protection of the goods for carriage by air, sea and/or road to final destinations including remote locations under adverse climatic and storage conditions, and high humidity; and

(b) The packaging unit must be strong, able to be stacked to a height of 4 pallets as static storage and 2 pallets during transport and resistant to puncturing;

8. BIDDER REPRESENTATIONS

8.1 The bidder represents and warrants that:

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

(b) The items offered shall be free from defects in workmanship and materials;

(c) The items offered shall be contained or packaged in a manner adequate to protect them;

(d) It has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEF's or the ultimate recipient's rights to use, sell, dispose of or otherwise deal with any item that may be acquired under any resulting Purchase Order.

9. ACKNOWLEDGEMENT

9.1 The successful bidder will be required to acknowledge that:

(a) UNICEF may further distribute the goods supplied to its Programme partners, including procurement services customers;

(b) The benefit of any warranties provided and liabilities entered into with UNICEF, shall be passed on by UNICEF to its Programme partners, including Procurement Services customers.

10. LIQUIDATED DAMAGES

10.1 For late delivery of items or for items which do not meet UNICEF's specifications and are therefore rejected by UNICEF, UNICEF shall be entitled to claim liquidated damages from the successful bidder, and deduct 0.5% of the value of the items pursuant to a Purchase Order, per additional day of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages, shall not relieve the successful bidder from any of its other obligations or liabilities pursuant to any Purchase Order.

11. GENERAL TERMS AND CONDITIONS

11.1 The UNICEF General Terms and Conditions attached to this bid shall apply to any resulting Purchase Orders. In the case of any inconsistencies, the following order of precedence shall prevail:

- (a) The UNICEF General Terms and Conditions;
- (b) The Purchase Order.

12. MARKING AND RETURNING BIDS

12.1 SEALED BIDS must be securely closed in the bid envelope provided, or other suitable envelope, clearly MARKED on the outside with the BID NUMBER, and dispatched to arrive at the UNICEF office indicated NO LATER THAN the CLOSING TIME AND DATE. Bids received in any other manner will be INVALIDATED. No electronic bids are acceptable.

12.2 Bids received without the Bid number will be INVALIDATED.

12.3 For RFP, Technical and Financial proposals must be provided in separate sealed envelope marked clearly as Technical proposal and Financial offer including bid reference as indicated on point 12.1. The Technical proposal should be submitted as one original and three copy documents and Financial offer should be submitted as one original offer in standardized template (provided in RFP).

12.4 SEALED BIDS submitted in hard copy must clearly mark the below address
"UNICEF Afghanistan Country Office, UNOCA Compound, Paktia Kote, District 9th, Jalalabad Road, Kabul City, Afghanistan

13. DISCOUNTS

13.1 Discounts on quantities and/or volume purchased and/or faster payment are acceptable to UNICEF. Time in connection with discounts offered will be computed from the date of receipt at UNICEF office of FULLY PAYMENT DOCUMENTATION as specified in the Purchase Order.

13.2 Any discounts for any reason other than those mentioned on the Bid Form must be stated on the Bid.

14. QUALITY ASSURANCE

14.1 If the Bidder is already certified, or in the process of being ISO/BS certified or has GMP approval or equivalent standard (if equivalent, kindly indicate which standard is used), this should be clearly indicated in the Bid and a copy of the Certificate attached to the Bid.

15. AWARD/ADJUDICATION OF BIDS

15.1 The contract will be awarded to the Bidder offering a combination of the lowest acceptable prices and shortest lead time, whose products are commercially, technically and quality acceptable, and whose Bid is in compliance with all Instructions, Specific Terms and Notes, Special Notes and General Terms and Conditions contained in the ITB, provided the Bid is reasonable and it is in the interest of UNICEF to accept it. Bids will be adjudicated either on CIP - UNICEF Afghanistan Country Office, UNOCA Compound, Paktia Kote, District 9th, Jalalabad Road, Kabul City, Afghanistan Warehouse basis or other incoterm specified, whichever is in the interest of UNICEF.

15.2 UNICEF reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNICEF, the lowest Bidder cannot fully meet the delivery requirements or if it is deemed to be in UNICEF's best interest to do so. Any arrangement under this condition will be made on the basis of the lowest, second lowest and third lowest, etc bid which meets all the requirements.

15.3 In case of an award, Bidders who have not previously received Purchase Orders from UNICEF, may receive an order for a limited quantity until satisfactory performance is established.

15.4 The Bidder shall permit UNICEF representatives access to their facilities at any reasonable time to inspect the premises that will be used for the production, testing and packaging of the products, and will provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary.

16. SUPPLIER PROFILE FORM

16.1 Bidders who have not already done so, will be requested by the office to complete the Supplier Profile Form and return to UNICEF along with the Bid. Companies MUST provide evidence of certification by an appropriate national Regulatory Authority of registration to conduct legal business/transaction in the country of operation.

16.2 Copies of company profile/history Records, List of Equipment and other relevant documents must be made available and/or submitted to UNICEF upon request. Companies that not officially registered with UNICEF will have to complete the registration and evaluation process before any orders can be awarded to them.

17. COUNTRY OF ORIGIN

Not Applicable.

18. DANGEROUS GOODS

18.1 The handling and transport of dangerous goods is subject to rules and regulations based on international transport agreements (ADR, RID, IMDG Code, IATA DGR, ICAO) in order to prevent injury to persons, damage to cargoes and living resources. Hence, should any products in this bid be classified as dangerous goods, it will be the successful bidder's responsibility to ensure that the goods are packed and labelled correctly, transported safely and accompanied by the necessary transport certificates during shipment.

19. UNETHICAL BEHAVIOUR

19.1 UNICEF strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNICEF bidders. Accordingly, any registered bidder that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with UNICEF.

20. CORRUPT AND FRAUDULENT PRACTICES

20.1 UNICEF requires that all bidders associated with this Invitation to Bid / Request for Proposal observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

(a) Defines for the purpose of this provision the terms set forth as follows:

(i) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in the execution of a contract, and

(ii) Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

(b) Will reject a proposal for award if it determines that the selected supplier / contractor have engaged in any corrupt or fraudulent practices in competing for the contract in question;

(c) Will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

21. OFFICIALS NOT TO BENEFIT

21.1 The bidder warrants that no official of UNICEF or the United Nations has received or will be offered by the bidder any direct or indirect benefit arising from this Invitation to Bid / Request for Proposal or the award thereof. The bidder agrees that breach of this provision is a breach of an essential term of the Invitation to Bid / Request for Proposal.

22. GUIDELINES ON GIFTS AND HOSPITALITY

22.1 Bidders shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

D. GENERAL PROVISIONS

1.0 GENERAL SERVICES ADMINISTRATION (GSA) FOR USA VENDORS ONLY

In the event that the Contractor offers a lower price to the General Services Administration (GSA) of the federal government of the United States of America for similar services, UNICEF shall be entitled to same lower price. The attached UNICEF General Terms and Conditions for Institutional/Corporate Contracts shall have precedence.

2.0 CONTRACTUAL ARRANGEMENTS WITH UNITED NATIONS AND/OR AGENCIES

2.1 UNICEF is entitled to receive the same pricing offered in contracts with the United Nations and/or its Agencies. The attached UNICEF General Terms and Conditions for Institutional/Corporate Contracts shall have precedence.

3.0 MOST FAVOURED CUSTOMER PRICE/RATE CERTIFICATION

3.1 By submitting an offer the proposers certify that UNICEF, for Contracts resulting from this Request for Proposal for Services, is not being charged more than other clients for similar services and similar quantities and within similar circumstances.

4.0 LIQUIDATED DAMAGES

4.1 For late delivery of items/services or for items/services which do not meet UNICEF's specifications/requirements and are therefore rejected by UNICEF, UNICEF shall be entitled to claim liquidated damages from the successful proposer, and deduct 0.5% of the value of the items/services pursuant to a Institutional/Corporate Contract, per additional day of delay, up to a maximum of 10% of the value of the Institutional/Corporate Contract. The payment or deduction of such liquidated damages shall not relieve the successful proposer from any of its other obligations or liabilities pursuant to any Institutional/Corporate Contract.

5.0 ORDER OF PRECEDENCE

5.1 The UNICEF General Terms and Conditions for Institutional/Corporate Contracts to this RFPS shall apply to any resulting LTAS and/or Institutional/Corporate Contracts. In the case of any inconsistencies, the following order of precedence shall prevail:

- (a) UNICEF General Terms and Conditions for Institutional/Corporate Contracts;
- (b) LTAS/Institutional/Corporate Contract.

6.0 UNETHICAL BEHAVIOUR

6.1 UNICEF strictly enforces a policy of zero tolerance concerning unethical, unprofessional or

fraudulent acts of UNICEF suppliers / contractors. Accordingly, any registered company that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with UNICEF.

7.0 CORRUPT AND FRAUDULENT PRACTICES

7.1 UNICEF requires that all suppliers / contractors associated with this Institutional/Corporate Contract observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

(a) Defines for the purpose of this provision the terms set forth as follows:

(i) 'corrupt practice' means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in the execution of a contract, and

(ii) 'fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among proposers (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

(b) Will reject a proposal for award if it determines that the selected supplier / contractor has engaged in any corrupt or fraudulent practices in competing for the contract in question;

(c) Will declare a supplier / contractor ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

8.0 GUIDELINES ON GIFTS AND HOSPITALITY

8.1 Suppliers / contractors shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

9.0 POST-EMPLOYMENT RESTRICTIONS

9.1 The United Nations (UN) has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15.

9.2 For a period of one year following separation from service, former staff members who have participated in the procurement process for the UN before separation of the service are prohibited from seeking or accepting employment with, or otherwise accepting any form of compensation or financial benefit from, any UN contractor or vendor of goods and services, regardless of location, which conducts business with the UN or seeks to do so and with whom such staff members have been personally involved in the procurement process during the last three years of service with the UN.

9.3 For a period of two years following separation from service, former staff members who have participated in the procurement process for the UN before separation of the service are prohibited from knowingly communicating with, or appearing before, any staff member or unit of the UN on behalf of any third party on any particular matters that were under their official responsibility relating to the procurement process during the last three years of their service with the UN.

9.4 The United Nations respectfully requests all contractors and vendors to adhere to these regulations. Any UN contractor or vendor who offers employment, hires or otherwise compensates staff members in violation of the provisions of the bulletin may be subject to having its registration as a qualified vendor with the UN barred, suspended or terminated, in accordance with UN procurement policies and procedures.

10.0 DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION

10.1 Only suppliers found to be responsible or conditionally responsible are eligible to be awarded UNICEF contracts and/or to bid on UNICEF solicitations. To be deemed a responsible supplier with whom UNICEF will conduct business, a supplier should not be suspended, debarred, or otherwise identified as ineligible by any organization within the World Bank Group or any other International or UN Organization. Suppliers are therefore required to disclose to UNICEF whether they are subject to any sanction or temporary suspension imposed by the World Bank Group or any other International or UN Organization.

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

1. ACKNOWLEDGMENT COPY

Signing and returning the acknowledgment copy of a contract issued by UNICEF or beginning work under that contract shall constitute acceptance of a binding agreement between UNICEF and the Contractor.

2. DELIVERY DATE

Delivery Date to be understood as the time the contract work is completed at the location indicated under Delivery Terms.

3. PAYMENT TERMS

(a) UNICEF shall, unless otherwise specified in the contract, make payment within 30 days of receipt of the Contractor's invoice which is issued only upon UNICEF's acceptance of the work specified in the contract.

(b) Payment against the invoice referred to above will reflect any discount shown under the payment terms provided payment is made within the period shown in the payment terms of the contract.

(c) The prices shown in the contract cannot be increased except by express written agreement by UNICEF.

4. LIMITATION OF EXPENDITURE

No increase in the total liability to UNICEF or in the price of the work resulting from design changes, modifications, or interpretations of the statement of work will be authorized or paid to the contractor unless such changes have been approved by the contracting authority through an amendment to this contract prior to incorporation in the work.

5. TAX EXEMPTION

Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the UN, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Vendor authorizes UNICEF to deduct from the Vendor's invoice any amount representing such taxes or duties charged by the Vendor to UNICEF. Payment of such corrected invoice amount shall constitute full payment by UNICEF. In the event any taxing authority refuses to recognize the UN exemption from such taxes, the Vendor shall immediately consult with UNICEF to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes UNICEF to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with UNICEF before the payment thereof and UNICEF has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

6. LEGAL STATUS.

The Contractor shall be considered as having the legal status of an independent contractor vis-a-vis UNICEF. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNICEF.

7. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

8. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Contractor or its employees or sub-contractors in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, product liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

9. INSURANCE AND LIABILITIES TO THIRD PARTIES

(a) The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

(b) The Contractor shall provide and thereafter maintain all appropriate workmen's compensation and liability insurance, or its equivalent, with respect to its employees to cover claims for death, bodily injury or damage to property arising from the execution of this Contract. The Contractor represents that the liability insurance includes sub-contractors.

(c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of work under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors.

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

performing work or services in connection with this Contract.

(d) Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) name UNICEF as additional insured;
- (ii) include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNICEF;
- (iii) provide that UNICEF shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- (iv) The Contractor shall, upon request, provide UNICEF with satisfactory evidence of the insurance required under this Article.

10. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNICEF in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNICEF or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNICEF.

11. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNICEF against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

12. TITLE TO EQUIPMENT

Title to any equipment and supplies which may be furnished by UNICEF shall rest with UNICEF and any such equipment shall be returned to UNICEF at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment when returned to UNICEF shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.

13. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNICEF shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At UNICEF's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the UNICEF in compliance with the requirements of the applicable law.

14. CONFIDENTIAL NATURE OF DOCUMENTS

- (a) All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNICEF, shall be treated as confidential and shall be delivered only to the UN authorized officials on completion of work under this Contract.
- (b) The Contractor may not communicate any time to any other person, Government or authority external to UNICEF, any information known to it by reason of its association with UNICEF which has not been made public except with the authorization of the UNICEF; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract with UNICEF.

15. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- (a) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNICEF of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNICEF of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice required under this Article, UNICEF shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under the Contract.
- (b) If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNICEF shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 16, 'Termination', except that the period of notice shall be seven (7) days instead of thirty (30) days.
- (c) Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection or other acts of a similar nature or force.

16. TERMINATION

If the Contractor fails to deliver any or all of the deliverables within the time period(s) specified in the contract, or fails to perform any of the terms, conditions, or obligations of the contract, or should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the contractor, UNICEF may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate the Contract,

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

forthwith, in whole or in part, upon thirty (30) days notice to the Contractor.

UNICEF reserves the right to terminate without cause this Contract at any time upon thirty (30) days prior written notice to the Contractor, in which case UNICEF shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination no payment shall be due from UNICEF to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this contract.

Upon the giving of such notice, the Contractor shall have no claim for any further payment, but shall remain liable to UNICEF for reasonable loss or damage which may be suffered by UNICEF for reason of the default. The Contractor shall not be liable for any loss or damage if the failure to perform the contract arises out of force majeure.

Upon termination of the contract, UNICEF may require the contractor to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim UNICEF may have arising out of this contract or termination, UNICEF will pay the value of all such finished work delivered and accepted by UNICEF.

The initiation of arbitral proceedings in accordance with Article 22 'Settlement of Disputes' below shall not be deemed a termination of this Contract.

17. SUB-CONTRACTING

In the event the Contractor requires the services of subcontractors, the Contractor shall obtain the prior written approval and clearance of UNICEF for all sub-contractors. The approval of UNICEF of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and in conformity with the provisions of this Contract.

18. ASSIGNMENT AND INSOLVENCY

a. The Contractor shall not, except after obtaining the written consent of UNICEF, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Contractor's rights or obligations under the Contract.

b. Should the Contractor become insolvent or should control of the Contractor change by virtue of insolvency, UNICEF may, without prejudice to any other rights or remedies, terminate the Contract by giving the Contractor written notice of termination.

19. USE OF UNITED NATIONS AND UNICEF NAME AND EMBLEM

The Contractor shall not use the name, emblem or official seal of the United Nations or UNICEF or any abbreviation of these names for any purpose.

20. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNICEF or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of the Contract.

21. PROHIBITION ON ADVERTISING

The Contractor shall not advertise or otherwise make public that the Vendor is furnishing goods or services to UNICEF without specific permission of UNICEF.

22. SETTLEMENT OF DISPUTES

Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

Arbitration

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party or the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. In addition, the arbitral tribunal shall have no authority to award interest in excess of six percent (6%) and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

23. PRIVILEGES AND IMMUNITIES

The privileges and immunities of the UN, including its subsidiary organs, are not waived.

UNICEF GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL/CORPORATE CONTRACTS

24. CHILD LABOUR

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.

25. ANTI-PERSONNEL MINES

UNICEF supports an international ban on the manufacture of anti-personnel mines. Anti-personnel mines have killed and maimed thousands of people, of whom a large proportion are children and women. Anti-personnel mines present a serious obstacle to the return of populations displaced from their residences by fighting around their villages and homes. UNICEF has, therefore, decided not to purchase products from companies that sell or manufacture anti-personnel mines or their components.

26. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNICEF unless provided by an amendment to this Contract signed by the authorized official of UNICEF.

27. REPLACEMENT OF PERSONNEL

UNICEF reserves the right to request the Contractor to replace the assigned personnel if they are not performing to a level that UNICEF considers satisfactory. After written notification, the Contractor will provide curriculum vitae of appropriate candidates within three (3) working days for UNICEF review and approval. The Contractor must replace the unsatisfactory personnel within seven (7) working days of UNICEF's selection.

If one or more key personnel become unavailable, for any reason, for work under the contract, the Contractor shall (i) notify the project authority at least fourteen (14) days in advance, and (ii) obtain the project authority's approval prior to making any substitution of key personnel. Key personnel are designated as follows:

(a) Personnel identified in the proposal as key individuals (as a minimum, partners, managers, senior auditors) to be assigned for participation in the performance of the contract.

(b) Personnel whose resumes were submitted with the proposal; and

(c) Individuals who are designated as key personnel by agreement of the Contractor and UNICEF during negotiations.

In notifying the project authority, the Contractor shall provide an explanation of circumstances necessitating the proposed replacement(s) and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement.

Acceptance of a replacement person by the project authority shall not relieve the Contractor from responsibility for failure to meet the requirements of the contract.

Evaluation Criteria

After opening of proposal each proposal will be assessed on its technical merits and subsequently on its price. The proposal with the best overall composed of technical merit and price will be recommended for award of contract. UNICEF will set up an evaluation panel composed of technical UNICEF staff and their conclusions will be forwarded to the internal UNICEF contract Review Committee. The evaluation panel will first evaluate each response in compliance with the requirements of this RFP. Responses deemed not 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 terms and conditions contained in the RFP, including provision of all required information may result in a response or proposal being disqualified from further consideration. The proposal will be evaluation against the followings;

TECHNICAL CRITERIA	POINTS TO CONSIDER	Score
Overall Response	• Completeness of response	5
	• Overall concord between TOR/needs and proposal	5
Company profile	• Profile of company and experience on similar projects	5
Key Personnel	• Key personnel that will work on this assignment (should include their CV's and detail of relevant experience and qualifications	10
	• Range and depth of experience of proposed staff with similar projects	10
Proposed Methodology and Approach	• Technical Proposal including Approaches and Tools used	15
	• Project management, monitoring and quality assurance process	10
Presentation	• Evaluation of presentation provided by the company.	10
TOTAL SCORE		70

Proposal (s) scoring 70 % or more following Proposal Evaluation will be listed and included for review of Analysis and Evaluation on The Financial Offer.

Price Proposal

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.:

$$\text{Score for "Price proposal X"} = \frac{\text{Max score for price proposal (e.g 30) * Price of lowest priced proposal}}{\text{"Price of proposal X"}}$$

**Total Technical and Price
100 Pts**

Cost schedule (in AFN)

#	Inception report including final study protocol and qualitative survey methodology	Professional cost				Travel to Kabul (only applicable for organisations with key staff located outside of Kabul)										Travel to field locations					Materials for workshops	Other costs
		profile (level of expertise) specify	Daily rate	number of days	total	cost per person	number of people proposed	subtotalA	DSA	Number of days proposed	Subtotal B	Travel to Kabul (A+B)	cost per person	number of people proposed	subtotalA	DSA	Number of days proposed	Subtotal B	Travel to field (A+B)			
	Please list proposed job titles required for the tasks in below & quote costs for each job titles accordingly																					
1																						
2																						
3																						
4																						
5																						
	Preliminary Qualitative Analysis																					
1	Job Titles																					
2																						
3																						
4																						
5																						
	Study Report																					
1	Job Titles																					
2																						
3																						
4																						
5																						
	Dissemination Workshop report																					
1	Job Titles																					
2																						
3																						
4																						
5																						

SUMMARY TEMPLATE FOR FINANCIAL PROPOSAL

Number	Item	Quantity	Unit	Total Cost AFN	Duration
1	Inception report including final study protocol and qualitative survey methodology	1	Each		50 Working Days
2	Preliminary Qualitative Analysis	1	Each		45 Working Days
3	Study Report	1	Each		20 Working Days
4	Dissemination Workshop report	1	Each		5 Working Days
Grand Total AFN					

Venue hire and meeting translation services will be provided by UNICEF using existing service providers

Travel arrangements are to be made by the service provider entirely. UNICEF will accept no cost or liability in regards of any travel undertaken either in the preparation of bidding documents nor in the execution of this project.

This is the Supplier Profile Form used by Supply Division. It is given here as an example of how an SPF can look. Country Offices should use it as a template and customise it to their own needs.

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.

The company, as well as any parent, subsidiary or affiliate companies:

Strive to abide by the UN Supplier Code of Conduct.(<http://www.un.org/Depts/ptd - vendors>)

Are not listed in, or associated with a company or individual listed in the UN Security Council Resolution 1267 List website. (www.un.org/sc/committees/1267/consolist.shtml)

UNICEF requires that all suppliers / contractors associated with a purchase order / contract observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

A. Defines for the purpose of this provision the terms set forth as follows:

- (i) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in the execution of a contract, and
- (ii) Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

- B. Will reject a proposal for award if it determines that the selected supplier / contractor has engaged in any corrupt or fraudulent practices in competing for the contract in question;
- C. Will declare a supplier / contractor ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

OFFICIALS NOT TO BENEFIT

The supplier / contractor warrants that no official of UNICEF or the United Nations has received or will be offered by the supplier / contractor any direct or indirect benefit arising from this contract or the award thereof. The supplier / contractor agree that breach of this provision is a breach of an essential term of the contract.

GUIDELINES ON GIFTS AND HOSPITALITY

Suppliers / contractors shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION

The Contractor should not be suspended, debarred, or otherwise identified as ineligible by any organization within the World Bank Group or any other International or UN Organisation. The Contractor is therefore required to disclose to UNICEF whether its company, or any of its affiliates, is subject to any sanction or temporary suspension imposed by the World Bank Group or any other International or UN Organisation at the time of execution of this agreement and throughout the duration of the agreement period. The Contractor recognises that a breach of this provision will entitle UNICEF to terminate its supply contract with the Contractor.

Have no outstanding or pending bankruptcy, judgment or legal action that could impair a supplier / contractor's ability to continue operating as a going concern.

Agents, intermediaries and other persons retained by these companies, as well as all employees agree to cooperate with the United Nations during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

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)

1.0 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 (Mark 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: _____

2.0 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

3.0 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

4.0 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 (<http://www.supply.unicef.dk/catalogue/>).

Vaccines/Biologicals	Laboratory Supplies	Warehousing
Pharmaceuticals	Diagnostic Test Kits	Shelter/Field Equipment
Nutrition	Water & Sanitation	Clothing & Footwear
Medical Equipment	Printing	Agriculture
Medical Renewable	Education Supplies	Identific. & Signage
Rehab./Disabilities	IT & Office Supplies	Staff Supplies
Medical/Hygiene Kits	Transport	Architec/Engineering
Cold Chain Equipment	Fuel & Lubricants	Surveying Services

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

5.0 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: _____