

INVITATION TO BID LETTER

**PLEASE QUOTE BID # UN-ITB-GEO-2020-003
IN ALL FUTURE CORRESPONDENCES ON THIS MATTER.**

Date: 15 June, 2020

Subject: Invitation to Bid No. UN-ITB-GEO-2020-003

Participating United Nations Agencies wish to enter into Long Term Arrangements for the period of July 2020–July 2022 for Audit Services.

Accordingly, we enclose our Invitation to Bid No. **UN-ITB-GEO-2020-003** and you are requested to:

- (a) Submit your bid with unit price(s) in **USD**, as instructed, **on or before the closing time**.
- (b) Note that failure to bid in USD, or in accordance with the requested terms, will result in automatic invalidation of your bid.

In addition, please note that:

- (a) Any agreement that UN Agency subsequently enters into with a supplier, will not obligate UN Agency to purchase any minimum or maximum volume of service/monetary value; and ceiling prices must remain fixed for a minimum period of six (6) months;
- (b) UN Agencies are tax exempt (VAT, customs, etc). Kindly ensure that quoted prices exclude tax (VAT);
- (c) This is a **sealed bid** and you must adhere to the Instruction to Bidders/Response Format. It is important that you read all of the provisions of this ITB, to ensure that you understand UN's requirements and can submit an offer in compliance with them. **NOTE THAT FAILURE TO PROVIDE REQUESTED DOCUMENTS OR COMPLETE THE ITEM TEXTS, MAY RESULT IN INVALIDATION OF YOUR BID;**
- (d) Evaluation criteria will be based on reliability of the supplier, the best price and delivery terms.

Please note that your bid duly sealed must reach UN House by 15:00 hours of Wednesday 1 July 2020 in accordance with the Instructions to Bidders at the next page.

The UN ITB prepared/finalized by
UNICEF Administrative & Supply Assistant

The UN ITB approved by
UNICEF Operations Manager (on behalf of the UN Agencies in Georgia)



Please refer to our Bid ref no in all future correspondence on this ITB.

→ UN-ITB-GEO-2020-003

Date: 15.06.20207

INSTRUCTIONS TO BIDDERS/RESPONSE FORMAT

Questions from Bidders: Bidders are required to submit any questions in respect of this ITB to Alexander Burjanadze, UNICEF Georgia Country Office, by EMAIL at aburjanadze@unicef.org or by MOBILE at 599508891 (contact hours: from 9 AM to 6 PM local time). The deadline for receipt of any questions is COB of Friday 26.06.20.

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

- **Completing the Bid FORM:**
 - (a) Page 3 of this document should be completed, signed and stamped by an authorized representative of the company;
 - (b) Validity of Offer (Page 3): The term of validity of the bid/offer must be correctly indicated. The Bid offering less than 6 months validity shall not be further considered.
 - (c) Page 4 of this document – Price Proposal should be indicated per each topic including all costs and possible discounts in USD (VAT FREE). Bidders can bid/indicate budget for one topic or all the following topics: (1) Spot Check, (2) Micro Assessment and (3) Audit.
- **Completing the BID:** The Bidder must submit the following:
 1. Completed, signed and stamped Bid Form (pages 3 and 4);
 2. Organizational profile and description of its activity, brief presentation of the organization (address, contact person, experience, partners, portfolio); Documents certifying the requested (in TOR) qualification requirements; CV-s of the key personnel and indication of their tasks.
- **Securing the Bid:** The documentation listed above (1-2) must be securely closed in an envelope, clearly MARKED on the outside with the BID number: “UN-ITB-GEO-2020-003”.
- **Submitting the Bid:** The sealed envelope (clearly marked with number UN-ITB-GEO-2020003) shall be hand delivered to UN House, 9 Eristavi Street, Vake, Tbilisi 0179, Georgia and placed in the locked UNICEF Tender Box located at the Ground Floor by **15:00 of Wednesday 1 July 2020**.
- **Opening of Bids:** Sealed envelopes will be publicly opened at **15:00 of Wednesday 1 July 2020**. One representative from each bidding company may attend the bid opening.

IMPORTANT: Bids should be submitted in accordance with the above instructions and using this English document format as prescribed above. Bids received in any other manner (by e-mail, or fax, in an opened envelope), at a different address or in a different format, or without a completed, signed and stamped Bid Form or received after **15:00 of 01.07.20**, will be INVALIDATED. UNICEF will accept no responsibility for the premature opening of a bid which is in the not properly identified envelope.

BID FORM

BID FORM (pages 3-4) must be completed, signed and returned to UNICEF Georgia Country Office. Bid must be made in accordance with the instructions contained in this INVITATION.

TERMS AND CONDITIONS OF CONTRACT

Any UN LTA, Order and Contract resulting from this INVITATION shall contain UN General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION

Any request for additional information regarding this INVITATION should be forwarded by email with reference to the INVITATION to responded in normal course of business. This email should be addressed only in this case for the attention of Mr. **Alexander Burjanadze, UNICEF Georgia Country Office** at aburjanadze@unicef.org. The Undersigned, have read the Terms and Conditions of INVITATION No. **UN-ITB-GEO-2020-003** set out in the attached document hereby offers to supply the services specified at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Company Name:	
Postal Address:	
Tel/Cell No.:	
Email Address:	
Validity of Offer: (requested is 6 months – indicate until what date your prices/terms are fixed):	
Name & Title:	

Date:

Signature/Stamp:

SPECIFICATIONS

Please provide proposal for each type of assessment, detailed terms of reference (TOR) can be viewed in attached documentation, reference file names are given in below table

	TYPE OF ASSESSMENT	PRICE PROPOSAL IN USD	FILE NAME OF THE TOR
1	Spot Check		Terms of Reference for Spot check.docx Annex C - Spot check.xlsx
2	Micro Assessment		Terms of Reference for Micro Assessment.docx
3	Audit		Terms of Reference for HACT Audit.pdf

Date:

Signature/Stamp:

SPECIAL NOTES

1. **PAYMENT TERMS.** Offers requesting prepayment or Letter of Credit will not be considered. UN will encourage bank transfer after receipt of order based on vendor invoice and service acceptance confirmation.
2. **PAYMENT CURRENCY.** Bidders must quote in US Dollars. The payment will be proceeding in GEL by UN Exchange Rate on a day of payment.
3. **VALIDITY OF OFFER.** The offer must be valid for minimum of 6 (six) months from the date of opening of Bids.

SPECIFIC TERMS AND CONDITIONS

1. LONG TERM ARRANGEMENT

1.1 UN Agencies wish to enter into non-exclusive Long Term Arrangement(s) (“LTA”) for the procurement of the items listed above, as required from time to time during the term of the LTA. It will be a provision of such Arrangement(s), that UN will not be committed to purchase any minimum quantity of these items, and that purchases will be made only if and when there is an actual requirement. UN shall not be liable for any cost in the event that no purchases are made under any resulting LTA(s).

2. TERM

2.1 The proposed LTA shall be valid for an initial period of **two [2] years** (July 2020 – July 2022), with a right of renewal for an additional period of one (1) year (August 2022-August 2023). Prices offered by bidders, shall constitute maximum ceiling prices and shall remain fixed for minimum six (6) months period from the date of Bid Opening, provided however that:

- a) The successful bidder shall have the right to review its prices after 6 months from the date of Bid Opening and shall notify UNICEF in writing 30 days prior to the 6 month expiry, of price maintenance or a proposed price decrease or increase. UNICEF shall be entitled to either accept the price decrease/increase or to cancel the LTA, and shall notify the bidder in writing of its decision;
- b) In the event that the successful bidder is able to offer UNICEF a discounted price on placement of bulk orders, the unit prices shall be reduced for specific Purchase Orders.

3. PRICES AND DISCOUNTS

3.1 Bidders are requested to:

- a) Provide unit prices in **USD**, that will remain firm, subject to the right to review as outlined in clause 2. Failure to quote in USD will invalidate the bid;
- b) Point discounts applicable for bulk orders/purchases.

3.2 UN standard payment term is a bank transfer after receipt of **COMPLETE PAYMENT**

DOCUMENTATION – confirmed Invoice and Service Acceptance Certificate. Time will be computed from the date of receipt at UN office of complete payment documentation.

4. SUPPLIER EVALUATION: Unless the same information has been provided within the last 12 months, the successful bidder(s) will be requested to provide information described in the Supplier Profile Form. This information and supporting documents such as Annual Report, Audited Financial Statement, Registration Certificate, Quality System Certificate, etc, will be used by UN for evaluation and approval purposes before making an award. It is in the interest of the bidders to provide information as complete as possible, as awards will only be made to bidders who meet UNI’s selection criteria.

5. GENERAL TERMS AND CONDITIONS: UN General Terms and Conditions shall apply to any resulting LTA and related Orders and Contracts. In the case of any inconsistencies, the following order of precedence shall prevail: (a) UN General Terms and Conditions; (b) LTA; (c) Order/Contract.