**Terms of Reference – LRPS 9170734**

**General Instructions**

The below form consists of 3 parts. In the 1st part, you are requested to provide fixed price quotations for the fixed services. The 2nd part will be used to provide service fees for the procurement of undefined services. The 3rd part pertains to your company’s overall interest and your fees when managing the third party.

Please note that UNICEF is VAT exempted organization. None of the quotes for services should include VAT. This applies to both your own services and third party subcontracted services as well.

Due to current devaluation of local currency the bid form should be submitted in USD. In case of successful contracting on LTA, the subsequent orders and the payments will be undertaken in GEL with UN exchange rate active for that period.

**Part 1. Fixed Services**

For the services for which you are the owner of the production the quoted price should be all inclusive.

For the services where you will be subcontracting third parties’ quotes should be excluding your interest and free of any additional charges from what the third-party service provider proposes to you. This may be monitored by us at any time by requesting original invoices submitted to you form the third party. For such services, if/when selected your company, you will be allowed for the specific purchase orders to propose 10% variation with clear justification for increase/decrease (e.g. this could be caused due to low or high season for the hotels and venues, etc) subject to UNICEF approval/acceptance (in case of non-acceptance rates provided in the table will be used). For third party services your interest rate and fees can be applied as provided in the part 3. In addition, you are requested to provide potential third-party subcontractors information (name, web, contacts, published rates, etc) as annexes pointing out the annex number in the respective field.

| **Service category** | **UNIT** | **Own product or 3rd party** | **Rate per unit in USD** | **Annex number****(if provided)** |
| --- | --- | --- | --- | --- |
| **Event Management** |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Tbilisi**
 |
| Venue for Conference room – 20-40m2 small meeting room | Daily Rate |  |  |  |
| Venue for Conference room – 50-100m2 workshop room | Daily Rate |  |  |  |
| Venue for Conference room – 120m2 and larger conference room | Daily Rate |  |  |  |
| Hotel accommodations |
| Single room – Low Budget | Room rate |  |  |  |
| Single room – High Budget | Room rate |  |  |  |
| Double room – Low Budget | Room rate |  |  |  |
| Double room – High Budget | Room rate |  |  |  |
| Guest house | Room Rate |  |  |  |
| Meals (Breakfast/Lunch/Dinner/ 2 Coffee Breaks, etc.) |
| Breakfast (Tea/coffee/juice, hot meal, sandwich 1 pc) | Per person |  |  |  |
| Lunch (salad, soup, main, soft drink) | Per person |  |  |  |
| Dinner (starter or salad, pie, main, soft drink 0.35 Ltr, wine 0.35 ltr, desert) | Per person |  |  |  |
| Coffee/tea break (Tea/coffee/juice cookies 4 pcs) | Per person |  |  |  |
| Reception (wine 0.35 ltr, beer 0.35 Ltr, Juice 0.5 ltr, canapé 12pcs or sandwich 3 pcs, cake 1 pc, fruits 0.25kg) | Per person |  |  |  |
| Mineral water (1pc per ½ day) | Person/day |  |  |  |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Kakheti**
 |
| 1. Venue for Conference room - 20-40 m2 small meeting room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 50 - 100 m2 workshop room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 120 m2 and larger conference room
 | Daily Rate |  |  |  |
| 1. Hotel accommodations
 |
| 1. Single room – Low Budget
 | Room rate |  |  |  |
| 1. Single room – High Budget
 | Room rate |  |  |  |
| 1. Double room – Low Budget
 | Room rate |  |  |  |
| 1. Double room – High Budget
 | Room rate |  |  |  |
| 1. Guest house
 | Room Rate |  |  |  |
| 1. Meals (Breakfast/Lunch/Dinner/ 2 Coffee Breaks, etc.)
 |
| * 1. Breakfast (Tea/coffee/juice, hot meal, sandwich 1 pc)
 | Per person |  |  |  |
| * 1. Lunch (salad, soup, main, soft drink)
 | Per person |  |  |  |
| * 1. Dinner (starter or salad, pie, main, soft drink 0.35 Ltr, wine 0.35 ltr, desert)
 | Per person |  |  |  |
| * 1. Coffee/tea break (Tea/coffee/juice cookies 4 pcs)
 | Per person |  |  |  |
| * 1. Reception (wine 0.35 ltr, beer 0.35 Ltr, Juice 0.5 ltr, canapé 12pcs or sandwich 3 pcs, cake 1 pc, fruits 0.25kg)
 | Per person |  |  |  |
| * 1. Mineral water (1pc per ½ day)
 | Person/day |  |  |  |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Gudauri**
 |
| 1. Venue for Conference room - 20-40 m2 small meeting room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 50 - 100 m2 workshop room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 120 m2 and larger conference room
 | Daily Rate |  |  |  |
| 1. Hotel accommodations
 |
| 1. Single room – Low Budget
 | Room rate |  |  |  |
| 1. Single room – High Budget
 | Room rate |  |  |  |
| 1. Double room – Low Budget
 | Room rate |  |  |  |
| 1. Double room – High Budget
 | Room rate |  |  |  |
| 1. Guest house
 | Room Rate |  |  |  |
| 1. Meals (Breakfast/Lunch/Dinner/ 2 Coffee Breaks, etc.)
 |
| * 1. Breakfast (Tea/coffee/juice, hot meal, sandwich 1 pc)
 | Per person |  |  |  |
| * 1. Lunch (salad, soup, main, soft drink)
 | Per person |  |  |  |
| * 1. Dinner (starter or salad, pie, main, soft drink 0.35 Ltr, wine 0.35 ltr, desert)
 | Per person |  |  |  |
| * 1. Coffee/tea break (Tea/coffee/juice cookies 4 pcs)
 | Per person |  |  |  |
| * 1. Reception (wine 0.35 ltr, beer 0.35 Ltr, Juice 0.5 ltr, canapé 12pcs or sandwich 3 pcs, cake 1 pc, fruits 0.25kg)
 | Per person |  |  |  |
| * 1. Mineral water (1pc per ½ day)
 | Person/day |  |  |  |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Borjomi/Bakuriani**
 |
| 1. Venue for Conference room - 20-40 m2 small meeting room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 50 - 100 m2 workshop room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 120 m2 and larger conference room
 | Daily Rate |  |  |  |
| 1. Hotel accommodations
 |
| 1. Single room – Low Budget
 | Room rate |  |  |  |
| 1. Single room – High Budget
 | Room rate |  |  |  |
| 1. Double room – Low Budget
 | Room rate |  |  |  |
| 1. Double room – High Budget
 | Room rate |  |  |  |
| 1. Guest house
 | Room Rate |  |  |  |
| 1. Meals (Breakfast/Lunch/Dinner/ 2 Coffee Breaks, etc.)
 |
| * 1. Breakfast (Tea/coffee/juice, hot meal, sandwich 1 pc)
 | Per person |  |  |  |
| * 1. Lunch (salad, soup, main, soft drink)
 | Per person |  |  |  |
| * 1. Dinner (starter or salad, pie, main, soft drink 0.35 Ltr, wine 0.35 ltr, desert)
 | Per person |  |  |  |
| * 1. Coffee/tea break (Tea/coffee/juice cookies 4 pcs)
 | Per person |  |  |  |
| * 1. Reception (wine 0.35 ltr, beer 0.35 Ltr, Juice 0.5 ltr, canapé 12pcs or sandwich 3 pcs, cake 1 pc, fruits 0.25kg)
 | Per person |  |  |  |
| * 1. Mineral water (1pc per ½ day)
 | Person/day |  |  |  |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Adjara, including: Batumi, Kobuleti, Shekvetili**
 |
| 1. Venue for Conference room - 20-40 m2 small meeting room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 50 - 100 m2 workshop room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 120 m2 and larger conference room
 | Daily Rate |  |  |  |
| 1. Hotel accommodations
 |
| 1. Single room – Low Budget
 | Room rate |  |  |  |
| 1. Single room – High Budget
 | Room rate |  |  |  |
| 1. Double room – Low Budget
 | Room rate |  |  |  |
| 1. Double room – High Budget
 | Room rate |  |  |  |
| 1. Guest house
 | Room Rate |  |  |  |
| 1. Meals (Breakfast/Lunch/Dinner/ 2 Coffee Breaks, etc.)
 |
| * 1. Breakfast (Tea/coffee/juice, hot meal, sandwich 1 pc)
 | Per person |  |  |  |
| * 1. Lunch (salad, soup, main, soft drink)
 | Per person |  |  |  |
| * 1. Dinner (starter or salad, pie, main, soft drink 0.35 Ltr, wine 0.35 ltr, desert)
 | Per person |  |  |  |
| * 1. Coffee/tea break (Tea/coffee/juice cookies 4 pcs)
 | Per person |  |  |  |
| * 1. Reception (wine 0.35 ltr, beer 0.35 Ltr, Juice 0.5 ltr, canapé 12pcs or sandwich 3 pcs, cake 1 pc, fruits 0.25kg)
 | Per person |  |  |  |
| * 1. Mineral water (1pc per ½ day)
 | Person/day |  |  |  |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Kazbegi**
 |
| 1. Venue for Conference room - 20-40 m2 small meeting room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 50 - 100 m2 workshop room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 120 m2 and larger conference room
 | Daily Rate |  |  |  |
| 1. Hotel accommodations
 |
| 1. Single room – Low Budget
 | Room rate |  |  |  |
| 1. Single room – High Budget
 | Room rate |  |  |  |
| 1. Double room – Low Budget
 | Room rate |  |  |  |
| 1. Double room – High Budget
 | Room rate |  |  |  |
| 1. Guest house
 | Room Rate |  |  |  |
| 1. Meals (Breakfast/Lunch/Dinner/ 2 Coffee Breaks, etc.)
 |
| * 1. Breakfast (Tea/coffee/juice, hot meal, sandwich 1 pc)
 | Per person |  |  |  |
| * 1. Lunch (salad, soup, main, soft drink)
 | Per person |  |  |  |
| * 1. Dinner (starter or salad, pie, main, soft drink 0.35 Ltr, wine 0.35 ltr, desert)
 | Per person |  |  |  |
| * 1. Coffee/tea break (Tea/coffee/juice cookies 4 pcs)
 | Per person |  |  |  |
| * 1. Reception (wine 0.35 ltr, beer 0.35 Ltr, Juice 0.5 ltr, canapé 12pcs or sandwich 3 pcs, cake 1 pc, fruits 0.25kg)
 | Per person |  |  |  |
| * 1. Mineral water (1pc per ½ day)
 | Person/day |  |  |  |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Zugdidi + Anaklia**
 |
| 1. Venue for Conference room - 20-40 m2 small meeting room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 50 - 100 m2 workshop room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 120 m2 and larger conference room
 | Daily Rate |  |  |  |
| 1. Hotel accommodations
 |
| 1. Single room – Low Budget
 | Room rate |  |  |  |
| 1. Single room – High Budget
 | Room rate |  |  |  |
| 1. Double room – Low Budget
 | Room rate |  |  |  |
| 1. Double room – High Budget
 | Room rate |  |  |  |
| 1. Guest house
 | Room Rate |  |  |  |
| 1. Meals (Breakfast/Lunch/Dinner/ 2 Coffee Breaks, etc.)
 |
| * 1. Breakfast (Tea/coffee/juice, hot meal, sandwich 1 pc)
 | Per person |  |  |  |
| * 1. Lunch (salad, soup, main, soft drink)
 | Per person |  |  |  |
| * 1. Dinner (starter or salad, pie, main, soft drink 0.35 Ltr, wine 0.35 ltr, desert)
 | Per person |  |  |  |
| * 1. Coffee/tea break (Tea/coffee/juice cookies 4 pcs)
 | Per person |  |  |  |
| * 1. Reception (wine 0.35 ltr, beer 0.35 Ltr, Juice 0.5 ltr, canapé 12pcs or sandwich 3 pcs, cake 1 pc, fruits 0.25kg)
 | Per person |  |  |  |
| * 1. Mineral water (1pc per ½ day)
 | Person/day |  |  |  |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Akhaltsikhe**
 |
| 1. Venue for Conference room - 20-40 m2 small meeting room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 50 - 100 m2 workshop room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 120 m2 and larger conference room
 | Daily Rate |  |  |  |
| 1. Hotel accommodations
 |
| 1. Single room – Low Budget
 | Room rate |  |  |  |
| 1. Single room – High Budget
 | Room rate |  |  |  |
| 1. Double room – Low Budget
 | Room rate |  |  |  |
| 1. Double room – High Budget
 | Room rate |  |  |  |
| 1. Guest house
 | Room Rate |  |  |  |
| 1. Meals (Breakfast/Lunch/Dinner/ 2 Coffee Breaks, etc.)
 |
| * 1. Breakfast (Tea/coffee/juice, hot meal, sandwich 1 pc)
 | Per person |  |  |  |
| * 1. Lunch (salad, soup, main, soft drink)
 | Per person |  |  |  |
| * 1. Dinner (starter or salad, pie, main, soft drink 0.35 Ltr, wine 0.35 ltr, desert)
 | Per person |  |  |  |
| * 1. Coffee/tea break (Tea/coffee/juice cookies 4 pcs)
 | Per person |  |  |  |
| * 1. Reception (wine 0.35 ltr, beer 0.35 Ltr, Juice 0.5 ltr, canapé 12pcs or sandwich 3 pcs, cake 1 pc, fruits 0.25kg)
 | Per person |  |  |  |
| * 1. Mineral water (1pc per ½ day)
 | Person/day |  |  |  |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Rustavi**
 |
| 1. Venue for Conference room - 20-40 m2 small meeting room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 50 - 100 m2 workshop room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 120 m2 and larger conference room
 | Daily Rate |  |  |  |
| 1. Venue for conference/meeting/training etc. and Hotel 4\* or 5\* Star in **Gori**
 |
| 1. Venue for Conference room - 20-40 m2 small meeting room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 50 - 100 m2 workshop room
 | Daily Rate |  |  |  |
| 1. Venue for Conference room - 120 m2 and larger conference room
 | Daily Rate |  |  |  |

| **Service category** | **UNIT** | **Own product or 3rd party** | **Rate per unit in USD** | **Annex number****(if provided)** |
| --- | --- | --- | --- | --- |
| **Event Management (Online mode including technical support) -** Please suggest which online platform is offered and what type of technical support will be provided from your side |
|  | Half day |  |  |  |
|  | Full day |  |  |  |
| **Event Management (Hybrid mode including technical support) -** Please suggest what type of equipment offered and what type technical support will be provided from your side |
|  | Half day |  |  |  |
|  | Full day |  |  |  |

| **Service category** | **UNIT** | **Own product or 3rd party** | **Rate per unit in USD** | **Annex number****(if provided)** |
| --- | --- | --- | --- | --- |
| 1. **Provision of workshop supplies**
 |  |
| * 1. Min meeting package (Pens, A5 pads)
 | Per person |  |  |  |
| * 1. Conference package (Badge, folder)
 | Per person |  |  |  |
| * 1. High Level meeting (table name tag)
 | Per person |  |  |  |
| * 1. Workshop “plus” package (10 highlighters different colors, 10 pencil, 10eraser, 1 scissors, 1 stapler, 1punch, 10 A4 pads)
 | Per group of 10 persons |  |  |  |
| * 1. “VIPP” package (pins, spray glue, markers, masking tape, VIPP cards: 6 forms, each different color: 10 “Title”, 10 “go to”, 100 “Action automatic”, 60 “Action manual”, 20 “Decision”, 20 “Document”)
 | Per group of 10 persons |  |  |  |
| 1. **Provision of equipment**
 |
| * 1. Sound system (With wireless mics),
 | Daily rate |  |  |  |
| * 1. Simultaneous translation equipment (including headphones and mics)
 | Daily rate: Less than 50  |  |  |  |
| More than 50 |  |  |  |
| * 1. Provision of standard IT/conference support equipment: Projector, Screen for projector, Copier for A4 paper, Scanner for A4 paper, Laptop for presenter, WiFi Network equipment, LAN switch equipment, personal Computer, Printer B/W A4, Flipcharts, Corp board, Easels with boards, White board
 | Per item/ Daily rate |  |  |  |
| * 1. Teleconference equipment
 | Daily rate |  |  |  |
| * 1. Video conference equipment
 | Daily rate |  |  |  |
| * 1. Display stand
 | Daily rate |  |  |  |
| * 1. Speaker’s Podium
 | Daily rate |  |  |  |
| * 1. Translation Booth
 | Daily rate |  |  |  |
| 1. **Desk/Secretarial services during the event**
 | Man/hour |  |  |  |
| 1. **Professional event facilitator**
 | Man/hour |  |  |  |
| 1. **Background live music**
 | Hourly rate |  |  |  |
| 1. **Provision of conference/workshop/media materials (copy or print from original/electronic samples)**
 |
| * 1. A4 Paper (B/W)
 | Per page |  |  |  |
| * 1. A4 Paper (color)
 | Per page |  |  |  |
| * 1. CD/DVD
 | Per Item |  |  |  |
| * 1. 8 GB Memory stick (USB)
 | Per Item |  |  |  |

| **Service category** | **UNIT** | **Own product or 3rd party** | **Rate per unit in USD** | **Annex number****(if provided)** |
| --- | --- | --- | --- | --- |
| **Admin/Logistical Services** |
| 1. Preparing invitations, greeting cards, standard letters, etc from electronic sample. (including printing, writing address, putting in envelope)
 | Per item |  |  |  |
| 1. In-town distribution services (Invitations, publications, greeting cards, solicitation documents,etc.)
 | Per address |  |  |  |
| 1. Confirmation of participation of invitees
 | Per invitee |  |  |  |
| 1. Small value and low complexity (not specialized) maintenance and repair services
 | Man/hour |  |  |  |
| 1. In-country courier services (max 10 kg)
 | Per KM |  |  |  |
| 1. Managing vehicle maintenance
 | Man/hour |  |  |  |
| 1. Customs clearance – clerical service
 | Man/hour |  |  |  |
| 1. In-country logistics/cargo services – clerical service
 | Man/hour |  |  |  |
| 1. Truck rental (in country)
 | Per KM |  |  |  |
| 1. Warehouse management services
 | Man/working day (8 hours) |  |  |  |
| 1. Warehouse worker services
 | Man/hour |  |  |  |
| 1. Office cleaning services
 | Man/hour |  |  |  |
| 1. Office cleaning service for 500 sq/m. office
 | Man/working day (8 hours) |  |  |  |
| **Translation, Interpretation and Editing Services (English, Georgian, Russian)** |
| 1. Consecutive Interpretation
 | Hourly /daily  |  |  |  |
| 1. Simultaneous interpretation
 | Hourly /daily  |  |  |  |
| 1. Written translation
 | Symbol |  |  |  |
| 1. Notarised legal translations
 | Per document |  |  |  |
| 1. Editing
 | Page/ symbol |  |  |  |
| 1. Proof Reading
 | Page/ symbol |  |  |  |
| **Financial Services, Chanel funds to 3rd parties** |
| 1. Low value payments to workshop participants, such as transportation, per diem, etc (Amount <2500 USD)
 | Per Transaction |  |  |  |
| 1. Large payments-on-behalf-of

(Amount >2500 USD) | Per Transaction |  |  |  |
| **Travel Services** |
| * + 1. In country and cross border Tickets (Train/plane/bus)
 | Per ticket |  |  |  |
| * + 1. Hotel booking
 | Per booking |  |  |  |
| * + 1. Assistance in obtaining Visa (in country/cross border)
 | Per Visa |  |  |  |
| **Transportation (Insured vehicle)** |
| 1. Car rental
	1. Sedan (without driver/fuel)
 | Daily rate |  |  |  |
| * 1. Sedan (with driver/fuel)
 | Per KM |  |  |  |
| * 1. 4x4 (without driver/fuel)
 | Daily rate |  |  |  |
| * 1. 4x4 (with driver/fuel)
 | Per KM |  |  |  |
| * 1. Minibus (with driver/fuel)
 | Per KM |  |  |  |
| * 1. Bus (with driver/fuel)
 | Per KM |  |  |  |
| * 1. Driver’s overnight (per diem)
 | Per night |  |  |  |
| 1. **Tbilisi airport pickup/drop off (with self-planning for meeting time based on arrival info)**
 |
| * 1. Standard car
 | Per trip |  |  |  |
| * 1. Mini bus
 | Per trip |  |  |  |
| 1. **Tbilisi train station pickup/drop off (with self-planning for meeting time based on arrival info)**
 |
| * 1. Standard car
 | Per trip |  |  |  |
| * 1. Mini bus
 | Per trip |  |  |  |
| **IT Services** |
| 1. Regular IT support
 | Man/Hour |  |  |  |
| 1. Wireless internet provision on remote locations
 | Daily |  |  |  |
| **Temporary assistance/individual contractor services** |
| **Qualified individuals on**1. Junior Level – for Secretarial/Clerical Services
 | Man/hour |  |  |  |
| 1. Senior Level –Assistant level for support Project Officers in administration and implementation of projects, assistance with data collection, daily reports, drafting proposals and other administrative support, as needed.
 | Man/hour |  |  |  |
| **Provision of Expert/Consultant Services** |
| Qualified individuals to serve as a national expert/consultant in various fields (a)   Junior Level – bachelor’s degree and 3 years of relevant work experience; | Daily Rate |  |  |  |
| (b)   Mid-Level – master’s degree and 5 years of relevant work experience. | Daily Rate |  |  |  |
| (c)    Senior Level – PHD and 10 years of relevant work experience. | Daily Rate |  |  |  |
| **Recruitment Services** |
| Sourcing and pre-selection of suitable external candidates.  | Per vacancy |  |  |  |
| The posts/levels will range from mid to senior level professionals. Candidates should be sourced from the Georgia national market. The work to be provided by the selected agency will include:1. Sourcing of qualified external candidates who meet the requirements of the individual jobs (as detailed in the Job Descriptions). We expect that the sourcing will be done either from the agency’s own databases and/or network, and/or through head hunting, and / or by advertising.
2. Initial screening to identify external candidates who meet the requirements of the post(s)

Selection of leading external candidates for submission to UNICEF Georgia. Selection of the leading external candidates will need to take into account UNICEF policies and practices – further details will be given. As part of the selection, the agency will be responsible to perform thorough reference checks – including academic qualifications and past employers. The shortlist to be delivered to UNICEF should have 5 to 10 candidates for each vacancy. |

**Part 2. Procurement services through 3rd Party on UNICEF behalf**

In addition to the above fixed rates for the fixed services UNICEF will be outsourcing procurement of undefined services with 3rd party. The contracted outsourcing company will be requested to subcontract 3rd party service providers on UNCIEF behalf to channel provision of required services to UNICEF in any other field not mentioned in the above table.

There are 3 categories of procurements defined by monetary value: (1) informal quotation, which requires to collect more then 3 offers informally (phone, email or original proforma invoice); (2) Formal quotation, which requires formal announcement and/or sending to the prequalified service providers request for quotation forms, collection of sealed quotes and opening on the fixed date with UNICEF representative; (3) Public Bid, which is the most formal selection process. It includes public announcement and circulation of Invitation to Bid form to the prequalified service providers, public bid opening on the fixed deadline in presence of the representatives of the biding participants together with UNICEF representative. The detailed procedures will be provided by UNICEF upon contracting of selected outsourcing company. The rates you provide below should represent only procurement service fees and not include farther contract management and quality assurance fees (which you have to provide in the next part #3).

|  |
| --- |
| **Rates for competitive selection of 3rd party service provider through UNICEF procurement selection procedures (please provide rates per single process)** |
|  | Informal quotations | Formal quotations | Public bidding  |
|  | Service <$2,500 | $2,500< Service <$30,000 | $30,000< Service |
|  | Service Fee |  | Service Fee |  | Service Fee |  |
|  |   |   |   |   |   |   |

**Part 3. Outsourcing service fees**

The fees provided in this part are applicable as additional charge to the services provided by 3rd party. The below fees will NOT be applicable for none of your own products.

Under these service fees UNICEF may request managing of 3rd parties contracted under UN Long Term Arrangements on UNICEF behalf.

**Interest rate**

Please stipulate here your interest rate calculated as a fixed percent from the total value of all 3rd party services managed by your company. Maximum acceptable rate is 7%. In addition, you are free to provide order volume discounts from the interest rate if you wish so.

|  |  |
| --- | --- |
| Interest rate (Max 7%) | Description of Order volume discount formula or mechanism |
|  |  |

|  |
| --- |
| **Contracting, management and service quality assurance of 3rd party service provider**The below rates represent contracting, management and quality assurance service fees from the outsourcing company. These rates can be applied to both fixed services and as well as to the undefined procurement services.  |
| Assistant | Professional (if/when required) |
|  |  |
| Man/hour | Man/hour |

**Criteria for selection decision:**

1. **Low monetary values**
2. **Higher number of own services, less subcontracting**
3. **Quality of proposed services**
4. **Reliability**
5. **Experience**