

UNITED NATIONS CHILDREN'S FUND

INVITATION TO BID for

Long Term Arrangement for Hotel Accommodation and conferencing services

United Nations Children's Fund (UNICEF) in Tunisia, intends to establish Long Term Arrangement for Hotel Accommodation and conferencing services in Tunisia.

Accommodation and Conference Facilities all of the following based on three bands:

- High band: 5 and 4 Star rating
- Middle band: 3 Star:
- Lower band: Less than 3 star.

Location: Tunis, Hammame and Djerba

SEALED bids should be sent to:

UNICEF Tunisie
Atn : Chargé des Opérations
UNICEF, 58 avenue Taher Ben Achour
1082 Mutuelleville
Tunis-Tunisie

EMAILED bids should be sent to:

supplytunisia@unicef.org

IMPORTANT - ESSENTIAL INFORMATION

Reference ITBS 2016 012 must be shown on the envelope containing the bid. Bids must be sent separately and must not be included in packages containing samples.

The Invitation to Bid for Services form must be used when replying to this invitation.

Bids must be received at the address on **13 November 2016** and will be opened at 10:30 hours (Tunis time) on **14 November 2016**. Bids received after the stipulated date and time will be invalidated.

It is important that you read all the provisions of the Invitation to Bid for Services to ensure that you understand and comply with the UNICEF's requirements. Note that failure to comply may result in the invalidation of your bid.

THIS INVITATION TO BID FOR SERVICES HAS BEEN:

PREPARE PAR: _____ **Date** _____

Hassen Belkadhy
(To be contacted for additional information, NOT FOR SENDING PROPOSAL)
Email: hbelkadhy@unicef.org

Approve PAR:

Lila Pieters _____ **Date** _____
Representative

PROPOSAL FORM

THIS PAGE/PROPOSAL 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.

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this Request for Proposal for Services shall incorporate (a) relevant provisions of the UNICEF Generic General Terms and Conditions for Institutional Contracts for Services; and (b) all Terms and Conditions detailed in this Request for Proposal for Services.

INFORMATION

The undersigned, having read and understood **ITBS-TUNA-2016-012**, and having accepted the terms and conditions set out in this Request for Proposal for Services, hereby offers to supply the services specified in the Appendices to this Request for Proposal for Services at the fee or fees quoted, in accordance with the specifications stated and subject to the Terms and Conditions set out or specified in this Request for Services.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel. No.: _____

E-mail: _____

Validity of Offer: _____

Currency of Offer: _____

(US dollars)

No Price Proposal value details are to be included within this form.

Please indicate, after having read UNICEF Payment Terms, which of the following Payment Terms apply to you:

10 Days, 3.0% ___ 15 Day, 2.5% ___ 20 Days, 2.0% ___ 30 Days, Net: _____

LONG TERM ARRANGEMENT

UNICEF wishes to enter into an exclusive Long Term Arrangement(s) ("LTA") for the procurement of the items listed in the attached Schedule(s) required from time to time during the term of the LTA. It will be a provision of such Arrangement(s), that UNICEF will not be committed to purchase any minimum quantities of items. UNICEF shall not be liable for any cost in the event that no purchase is made under any resulting LTA(s).

Purchases will be made against Purchase Orders to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA(s). Actual quantities to be purchased will vary Order to Purchase Order.

LTA TERM

The proposed LTA shall be valid for an initial period of 24 months, with a possible renewal for an additional period of 12 months.

BIDDING INFORMATION

ITB DOCUMENT

The following documents form integral part of this invitation to bid:

- Annex 1-TOR Hotels Accommodation and Conferencing services
- Annex 2 General Term and Conditions UNICEF GTC
- Annex 3 Technical Proposal Form
- Annex 4 UNICEF Vendor Profile form
- Annex 5 Financial Proposal Form
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We would appreciate your informing us the receipt of this ITB by supplymail@unicef.org to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

ITBS RESPONSE FORMAT

Proposals should be submitted in French or English and must be received no later than **13 November 2016**. Bidders have the options to submit their proposals via ONE of the following TWO channels:

1. By Hand or By Mail
2. By Email

Option One - By Hand or By Mail

Full proposals should be submitted in one original hard copies duly signed and dated. An electronic version on CD should also be included (optional). Proposals must be submitted in a sealed envelope, ensuring separate envelopes for the Technical Proposal and the Price Proposal. The Price Proposal must be submitted in a sealed envelope separate from the rest of the proposal. Prices or rates shall not appear in any other part of the technical proposal.

SEALED PROPOSALS must be securely closed in the Proposal Envelope, clearly marked with the PROPOSAL NUMBER: ITB 2016-012 and dispatched to arrive at the UNICEF office indicated NO LATER THAN the CLOSING TIME AND DATE stated above on the front of the ITB. Sealed proposals should be sent to:

UNICEF Tunisie

Atn : Chargé des Opérations

UNICEF, 58 avenue Taher Ben Achour

1082 Mutuelleville

Tunis-Tunisie

Réf **ITBS-2016-012**

Long term agreement, LTA, with hotels for accommodation and catering services

Proposals received in any other manner may be INVALIDATED

The Proposal Envelope must contain two separate sealed envelopes, one containing the Price Proposal and one containing the Technical Proposal. Each of the two must be clearly marked with the Proposal Number and Type, i.e. either Technical Proposal or Price Proposal.

In the sealed envelope named "ITB 2016-012-Technical Proposal" the Proposer must submit one hardcopy and one electronic PDF version on CD (optional) of the Technical Proposal.

In the sealed envelope named "ITB 2016-012-Price Proposal" the Proposer must submit one hardcopy and one electronic PDF version on CD (optional), of the Price Proposal.

Proposals must be signed by an authorized representative of the company

Option Two - By Email

Submissions via email must be submitted to the following email address **NO COPYING TO OTHER UNICEF EMAIL ADDRESSES**):

supplytunisia@unicef.org

Submissions to other email addresses will NOT be accepted. The proposals should be the email submission and all attachments should be in a readable format (e.g. PDF). The following must be clearly stated in the subject line of the email:

- a. Proposal Number
- b. Title of ITB
- c. Company Name

Please ensure that the Technical Proposal is in a separate file from the Financial Proposal and please clearly indicate the contents of the attachments.

Please note that the maximum file size of your submissions should be limited to 10MB per email to ensure proper delivery to our inbox.

All references to descriptive materials should be included in the appropriate response through the

material/documents themselves may be provided as annexes to the proposal response.

The proposer must provide sufficient information in the proposal to address the Proposal Evaluation criteria contained in the Terms of Reference to allow the evaluation team to make a fair assessment of the proposers and their proposals.

Offers delivered at a different address or in a different form than prescribed in this Request for Proposal do not respect the required confidentiality, or received after the designated time will be rejected.

UNICEF will accept no responsibility for the premature opening of a Proposal which is not properly identified.

TECHNICAL PROPOSAL

The Technical Proposal should address all aspects and criteria outlined in this Request for Proposal, especially the Terms of Reference detailed in **Annex 1** of this Request for Proposal. UNICEF welcomes new ideas and innovative approaches. Technical Proposals must be complete and provide all relevant support documents to enable the Evaluation Team to adequately assess and evaluate the Proposal.

At a minimum, the Technical Proposal must include:

- Completed technical form provided in **Annex 3**
- Completed profile form provided in **Annex 4**
- Description of the services offered
- Compliance with UNICEF General Terms and Conditions (signed Proposal Form ITBS)

No price information shall be contained in the technical proposal.

FEE PROPOSALS

Fee proposals must be stated in **Annex 5**.

CURRENCY OF PROPOSALS

Fee proposals must be stated in **TND Dinars**.

PAYMENT TERMS

Payment will be effected by bank transfer in the currency of invoice and proof of delivery. Proposers may offer a term of Net 30 days.

TIME FOR RECEIVING PROPOSALS

Proposals received prior to the stated closing time and date will be secured by Bid Section until the deadline for submission of Proposals, at which time the Officer of the Bid Section will open the Proposal received thereafter will be considered.

UNICEF will accept no responsibility for the premature opening of a Proposal not properly addressed or Modification of Proposals already submitted will be considered if received BY courier prior to the closing date. All modifications to and possible withdrawals of Proposals must be sent as per section 1.5

WITHDRAWAL

Proposals may be withdrawn at any time during the open period of the withdrawal of final submitted Proposals is not possible after the stated closing time. It is the negligence on the part of the Proposer confer no right for the withdrawal of the Proposal after it has been opened.

ERROR IN PROPOSALS

Proposers are expected to examine all schedules and all instructions to the work or Proposal. Failure to

REQUEST FOR INFORMATION

All requests for formal clarification or queries must be submitted in writing to:
supplytunisia@unicef.org

Only written inquiries will be entertained. Please make sure that the reference number. Please be informed that if the question is deemed of common interest to all possible Proposers

TECHNICAL AND FINANCIAL EVALUATION

All received bids will be evaluated based on:

- Compliance with the established UNICEF specification as below

Criteria	The Bid Meets the Criteria
Picture of conference room and breakout room attached	Pass/Fail
Natural Light in conference room	Pass/Fail
Openable windows in conference room	Pass/Fail
No central pillar in conference room	Pass/Fail
No long and no narrow conference room	Pass/Fail
Wifi Access in conference and Breakout rooms	Pass/Fail
Air Conditioner in conference room and guest rooms	Pass/Fail

Projector and projector screen if conference room	Pass/Fail
Buffet breakfast, coffee break, warm lunch/dinner	Pass/Fail
At least 30 single rooms with free Wifi Access	Pass/Fail
Access to Disable person	Pass/Fail
Hotel rating is 3, 4 or 5	Pass/Fail
Reliable internet connection	Pass/Fail
UNDSS Cleared	Pass/Fail

- Cost of hotel and conference services

CONFIDENTIAL INFORMATION

Any Information which the Proposer considers proprietary should be clearly marked, by word or otherwise, as such information accordingly.

VERIFICATION PROCESS

It is expected that during the evaluation, UNICEF will be requesting clarifications from Proposers.

UNICEF will not divulge nor discuss the Proposals and merits except with the Proposer who made the proposal.

To ensure fairness towards all Proposers, established technical evaluation criteria will be the basis for evaluation; however, it is envisioned that the final evaluation may contain conclusions not only deriving from the evaluation method grid.

UNETHICAL BEHAVIOUR

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

CORRUPT AND FRAUDULENT PRACTICES

UNICEF requires that all suppliers / contractors associated with this Institutional/Corporate Contract adhere to 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 proposers.

(prior to or after bid submission) designed to establish bid prices at 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 corrupt or fraudulent practices in competing for the contract in question;

(c) Will declare a supplier / contractor ineligible, either indefinitely or for a 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.