

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Announce Consultation locale

Appel à consultation pour le recrutement d'un cabinet d'architecte d'intérieur pour le projet de déménagement dans les nouveaux locaux.

Dans le cadre de son plan de travail, le bureau de l'Unicef en Tunisie a loué des nouveaux locaux afin de mettre en place un espace de travail efficace pour le personnel grâce à l'utilisation optimale de l'espace disponible et en ligne avec l'identité d'entreprise de l'UNICEF. Le bureau lance un appel à consultation pour recruter un cabinet d'architecture pour l'aménagement interne et le suivi contrôle des travaux de ces nouveaux locaux d'une surface globale de 580 m2.

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

The reference RFPS-2017-004 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 above address by latest 12:00 hours (Tunis time) on 29 march 2017 and will be opened at 15:30 hours (Tunis time) on the same date. 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 invalidation of your bid

NB: Due to the nature of this Request for Proposal for Services, there will be no public opening of proposals.

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Annonce Consultation locale

Appel à consultation pour le recrutement d'un cabinet d'architecte d'intérieur pour le projet de déménagement dans les nouveaux locaux.

Dans le cadre de son plan de travail, le bureau de l'Unicef en Tunisie a loué des nouveaux locaux afin de mettre en place un espace de travail efficace pour le personnel grâce à l'utilisation optimale de l'espace disponible et en ligne avec l'identité d'entreprise de l'UNICEF. Le bureau lance un appel à consultation pour recruter un cabinet d'architecture pour l'aménagement interne de ces nouveaux locaux d'une surface globale de 580 m2.

SEALED bids should be sent to:

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

IMPORTANT - ESSENTIAL INFORMATION

The reference RFPS-2017-004 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 above address by latest 12:00 hours (Tunis time) on 29 march 2017 and will be opened at 15:30 hours (Tunis time) on the same date. 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 invalidation of your bid

NB: Due to the nature of this Request for Proposal for Services, there will be no public opening of proposals.

RFPS-TUN-2017-004



THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

PREPARE PAR:

A blue ink signature, appearing to be "B. Hubert", written over a horizontal line.

Date 16.03.17

Bayala B. Hubert
(To be contacted for additional information)
Email: bbayala@unicef.org

VALIDE PAR:

Mehdi Moalla
Operations Manager

A blue ink signature, appearing to be "M. Moalla", written over a horizontal line.

Date 16.03.2017

APPROUVE PAR

Lila Pieters
Représentante

A blue ink signature, appearing to be "L. Pieters", written over a horizontal line.

Date 16/3/2017

INDEX

INDEX.....	3
PROPOSAL FORM	4
1. PROCEDURES AND RULES	5
1.1 ORGANIZATIONAL BACKGROUND; SPECIFIC PROJECT SITUATION.....	5
1.2 PURPOSE OF THE RFPS	5
1.3 WORK ASSIGNMENTS AND TERM OF REFERENCE	5
1.4 FORECAST SCHEDULE.....	5
1.5 RFPS RESPONSE FORMAT.....	6
1.6 PROPOSER RESPONSE	7
1.7 CONFIDENTIAL INFORMATION	8
1.8 PROPOSAL OPENING	8
1.9 RIGHTS OF UNICEF	9
1.10 PROPERTY OF UNICEF	9
1.11 VALIDITY.....	9
1.12 GENERAL CONTRACTUAL TERMS AND CONDITIONS.....	10
1.13 FULL RIGHT TO USE	10
1.14 PAYMENT TERMS	10
2. INSTRUCTIONS TO PROPOSERS	10
2.1 MARKING AND RETURNING PROPOSALS	10
2.2 TIME FOR RECEIVING PROPOSALS	10
2.3 WITHDRAWAL.....	10
2.4 CURRENCY OF PROPOSALS.....	10
2.5 ERROR IN PROPOSALS	10
2.6 REQUEST FOR INFORMATION	11
3. PROPOSAL EVALUATION CRITERIA	11
3.1 EVALUATION PROCESS.....	11
3.2 MANDATORY REQUIREMENTS.....	11
3.3 OVERALL EVALUATION GRID	12
3.4 TECHNICAL EVALUATION	12
3.5 TECHNICAL PASS CRITERIA	12
3.6 FINANCIAL EVALUATION	12
3.7 VERIFICATION PROCESS	13
3.8 UNETHICAL BEHAVIOUR	13
3.9 CORRUPT AND FRAUDULENT PRACTICES	13

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) any Specific Terms and Conditions detailed in this Request for Proposal for Services.

INFORMATION

The Undersigned, having read and understood **RFPS-TUNA-2017-004**, 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 any specifications stated and subject to the Terms and Conditions set out or specified in this Request for Proposals 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 are offered by you:
10 Days, 3.0% ___ 15 Day, 2.5% ___ 20 Days, 2.0% ___ 30 Days, Net ___ Other Discounts: ___

1. PROCEDURES AND RULES

1.1 ORGANIZATIONAL BACKGROUND; SPECIFIC PROJECT SITUATION

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Guided by the Convention on the Rights of the Child UNICEF strives to establish children's rights as international standards of behaviour towards children. UNICEF's role is to mobilise political will and material resources to help countries ensure a "first call for children". UNICEF is committed to ensuring special protection for the most disadvantaged children. UNICEF carries out its work through its headquarters in New York, eight regional offices and 125 country offices world-wide. UNICEF also has a research centre in Florence, a supply operation based in Copenhagen and offices in Tokyo and Brussels. UNICEF's thirty-seven national committees in industrialised countries raise funds and spread awareness about the organisation's mission.

1.2 PURPOSE OF THE RFPS

The purpose of this Request for Proposal for Services (this "RFPS") is to solicit proposals for

« Recrutement d'un cabinet d'architecte d'intérieur pour le projet de déménagement dans les nouveaux locaux. »

1.3 WORK ASSIGNMENTS and TERM OF REFERENCE

The work assignment and the Term of Reference is part of this RFP and included in the Annexe 1.

1.4 FORECAST SCHEDULE

The schedule of the contractual process is as follows:

A. RFP opened for bids	Jeudi 16 mars 2017
B. Formal visit of the new premise with bidders	Mercredi 22 Mars 2017
C. Technical and Cost proposals received not later than 12:00 a.m, at UNICEF Tunis Country Office, Tunis, Tunisia.	Mercredi 29 mars 2017
D. Opening of Bids received - Technical	Mercredi 29 mars 2017
E. Presentation of technical offer to TCO By bidder	Jeudi 30 mars 2017
F. Opening of Bids received - Financial	Jeudi 06 avril 2017
G. Internal review and selection process completed	Mardi 11 avril 2017
H. Award of contract	Jeudi 13 avril 2017
I. Proposed commencement date	Mardi 19 avril 2017
J. Proposed completion date	Vendredi 28 avril 2017
It is understood that UNICEF Tunis Country office reserve the right to alter this schedule according to its own needs.	

1.5 RFPS RESPONSE FORMAT

Proposals should be submitted in FRENCH and must be received no later than **29 march 2017 12:00 hours** Tunis time. Bidders have the options to submit their proposals by hand.

Full proposals should be submitted in French in one original hard copies duly signed and dated. An electronic version on CD should also be included (optional). Proposers must submit a sealed proposal, 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 on the outside with the PROPOSAL NUMBER: RFP-2017-004 and dispatched to arrive at the UNICEF office indicated NO LATER THAN the CLOSING TIME AND DATE stated above and on the front of the RFPS. Sealed proposals should be sent to:

UNICEF Tunisie

Atn : Chargé des Opérations

UNICEF, 58 avenue Taher Ben Achour

1082 Mutuelleville

Tunis - Tunisie

Réf : **RFPS-2017-004**

Recrutement d'un cabinet d'architecture

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 "RFPS-2017-004 - 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 "RFPS-2017-004 - 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 proposer's company

All references to descriptive materials should be included in the appropriate response paragraph, though the material/documents themselves may be provided as annexes to the proposal/response.

The proposer must provide sufficient information in the proposal to address each area of the Proposal Evaluation 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 RFPS, or which do not respect the required confidentiality, or received after the designated time and date, will be rejected.

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

1.6 PROPOSER RESPONSE

A. Formal submission requirements

The formal submission requirements as outlined in this RFPS must be followed, e.g. regarding form and timing of submission.

B. Proposal Form

The completed and signed Proposal Form must be submitted together with the Proposal to UNICEF Tunis Office, Bid Section at the address stated on the front page of this RFPS.

C. Mandatory criteria

All mandatory (i.e. "must"/"have to"/"shall"/"will") criteria mentioned throughout this RFPS have to be addressed and met in the Proposal.

D. Technical Proposal

The Technical Proposal should address all aspects and criteria outlined in this Request for Proposal, especially in 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 documentation to enable the RFP Evaluation Team to adequately assess and evaluate the Proposal

At a minimum, the Technical Proposal must include:

- Completed profile form provided in Annex 4
- Physical Location of offices with telephone, fax and e-mail address.
- Description of the services offered.
- Information on the expertise and capabilities of the organization submitting the proposal.
- Number of employees and organizational chart
- **Similar projects carried out over the past 3 years**
- Please provide in a tabular form the number of teams you will form for this contract.
- Use a Gantt chart for each team to indicate the projected timeframe of, in what time you intend to complete the works
- Expertise and experience of proposed personnel
- CVs of key personnel to be involved in implementation of the Contract. List of current clients with particular emphasis on international and humanitarian organizations.
- Compliance with UNICEF General Terms and Conditions (signed Proposal Form, page 4 of RFP.)

No price information shall be contained in the technical proposal.

E. Fee Proposal

The contractor's financial proposal shall be prepared using the forms provided in Annex 5. It shall list all prices associated with the assignment, including remuneration for Personnel and travel expenses. All activities and items described in the Technical Proposal shall be assumed to be included in the price offered in the Financial Proposal.

1.7 CONFIDENTIAL INFORMATION

Any Information which the Proposer considers proprietary should be clearly marked, by including the word "Proprietary" in the left hand margin next to the relevant part of the text. The UNICEF evaluation team will treat such information accordingly.

1.8 PROPOSAL OPENING

There will not be a public opening of the Technical Proposal. The Technical Proposals will be opened by an internal UNICEF Bidding Committee at the stipulated date and time mentioned above. Acknowledgments of Proposals from participating Institutions/Contractors will be communicated in writing by March, 30, 2017. All Proposals will then be reviewed by a Technical Evaluation Panel.

The Financial Proposals will be combined with the evaluation results of the Technical Proposal for a final adjudication to identify the Best and Final Offer (BAFO) no later than April 6, 2017.

1.9 RIGHTS OF UNICEF

UNICEF reserves the right to accept any Proposal, in whole or in part; or, to reject any or all Proposals. UNICEF reserves the right to invalidate any Proposal received from a Proposer which, in the opinion of UNICEF, has previously failed to perform satisfactorily or properly or to complete a contract on time, or any Proposal received from a Proposer which, in the opinion of UNICEF, is not in a position to perform the contract to be awarded as a result of this procurement action. UNICEF shall not be held responsible for any cost incurred by any Proposer in connection with this RFPS. The Proposer agrees to be bound by the decision of UNICEF as to whether its Proposal meets the requirements stated in this RFPS. Without limiting the generality of the rights set out above, UNICEF expressly reserves the right to, and by submitting its Proposal the Proposer expressly accepts UNICEF's right to:

- contact any or all references supplied by the Proposer(s);
- request additional supporting or supplementary data (from the Proposer(s));
- arrange interviews with any, some, or all of the Proposer(s), individually or collectively;
- reject any or all Proposals;
- accept any Proposal in whole or in part;
- negotiate with the Proposer or Proposers which has or have, as the case may be, attained the best rating/ranking in the evaluation of Proposals;
- award contracts to such number of Proposers as, in UNICEF's opinion, is required to achieve the overall objectives of this RFPS.

By submitting a Proposal, the Proposer agrees to accept the decision of UNICEF as to whether the Proposal meets the requirements stated in this RFPS.

1.10 PROPERTY OF UNICEF

This RFPS, along with any responses thereto, shall be considered the property of UNICEF and the Proposals will not be returned to the Proposers.

1.11 VALIDITY

Proposals should be valid for a period of not less than 90 days after proposal opening, unless otherwise specified in the Specific Terms and Conditions. Proposers are requested to indicate the validity period of their proposal, as UNICEF may issue contracts against the most responsive evaluated proposal if requests for identical services are received from our offices/divisions during the proposal validity period. UNICEF may also request the validity period to be extended.

1.12 GENERAL CONTRACTUAL TERMS AND CONDITIONS

The UNICEF Generic General Terms and Conditions for Institutional Contracts for Services are attached [Annex 2]. The relevant provisions of these Generic General Terms and Conditions, together with any designated Special Terms and Conditions [Annex 2, will form part of any contract resulting from this RFPS.

1.13 FULL RIGHT TO USE

The Proposer warrants that it has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEF's or any implementing partner's rights to use, dispose of or, otherwise, deal with any of the goods that are the subject of this RFPS.

1.14 PAYMENT TERMS

Payment will be made only upon UNICEF's acceptance of the work performed in accordance with the contractual milestones. The terms of payment are payment of the uncontested part of any invoice "Net 30 days", after receipt of invoice and proof of delivery. Payment will be effected by bank transfer in a local currency. Proposers may offer early payment discounts, i.e. payment within a specified period of time faster than UNICEF's standard payment term of Net 30 days.

2. INSTRUCTIONS TO PROPOSERS

2.1 MARKING AND RETURNING PROPOSALS

Proposer must refer to the "RFPS RESPONSE FORMAT" section 1.5

2.2 TIME FOR RECEIVING PROPOSALS

Proposals received prior to the stated closing time and date will be secured by Bid Section until the specified deadline for submission of Proposals, at which time the Officer of the Bid Section will open the Proposals and no Proposal received thereafter will be considered.

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

2.3 WITHDRAWAL

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

2.4 CURRENCY OF PROPOSALS

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

2.5 ERROR IN PROPOSALS

Proposers are expected to examine all schedules and all instructions pertaining to the work or Proposal. Failure to do so will be at the Proposer's own risk.

2.6 REQUEST FOR INFORMATION

All requests for formal clarification or queries on this RFPS must be submitted in writing to:

- bbayala@unicef.org

Only written inquiries will be entertained. Please make sure that the e-mail mentions the RFPS reference number. Please be informed that if the question is deemed of common interest to all possible Proposers, the answers will be shared with all invitees.

3. PROPOSAL EVALUATION CRITERIA

3.1 EVALUATION PROCESS

The established evaluation process and steps for finalising this procurement are:

- (a) RFPS Mandatory Requirements. UNICEF will only evaluate Proposals complying with the four mandatory requirements set out in section 3.2 below.
- (b) Proposal Technical evaluation. Proposals passing the minimum technical pass score will continue into the Commercial evaluation.
- (c) Proposal Financial evaluation. The lowest fee Proposal will be awarded the full score assigned to the commercial proposal i.e. 30 points.
- (d) Recommendation. The recommendation for award of contract will be based on best combination of technical and price score.
- (e) Final award and contracts. Based on verified nominations, contracts negotiations will be initiated with one or more successful Proposer(s).

The UNICEF evaluation team will be composed of technical staff from UNICEF. The evaluation team will first evaluate each Proposal for compliance with the requirements of this RFPS. Proposals deemed not to 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 the terms and conditions contained in this RFPS, including provision of all required information, may result in a Proposal being disqualified from further consideration.

3.2 MANDATORY REQUIREMENTS

A Proposal MUST meet the following requirements. Documents to support these requirements must be submitted with the Proposal.

Legal Status

The Contractor shall attach a copy of its letter of incorporation, or other such document, indicating its legal status, as well as any other document showing that it intends to associate, or it has associated with, the other associates who are submitting a joint proposal. In case the Consultant is a joint venture, letters of incorporation, or other such documents, shall be attached for all associates of the joint venture.

Financial Criteria

The Contractor shall provide evidence showing that its liquid assets and access to credit facilities are adequate for this RFPS.

3.3 OVERALL EVALUATION GRID

Each Proposal will be evaluated against a weight allocation of [60%] for the technical proposals and [40%] for the fee proposal. The total maximum obtainable points is 100 %

Technical Proposal	Fee Proposal
[60] points	[40] points

The UNICEF evaluation team will select the Proposal which is of high quality, clear and meets the stated requirements and offers the best combination of technical and price score.

3.4 TECHNICAL EVALUATION

The Technical evaluation is part of this RFP and included in the Annexe3

3.5 TECHNICAL PASS CRITERIA

The minimum technical score required to pass is 80 points

3.6 FINANCIAL EVALUATION

The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions that 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.:

$$\text{Score for price proposal X} = \frac{\text{Max. score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

At this point, the most favorable proposals will be selected for short-listing. The proposers on the short list may be given the opportunity to give UNICEF an oral presentation in order to be asked detailed questions for clarification of their proposals

3.7 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, the established technical evaluation criteria will be the basis for the evaluation; however, it is envisioned that the final evaluation may contain conclusions not only deriving from the method grid.

3.8 UNETHICAL BEHAVIOUR

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.

3.9 CORRUPT AND FRAUDULENT PRACTICES

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 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 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 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.