



UNICEF REQUEST FOR PROPOSAL – NATIONAL INSTITUTIONAL SERVICE REQUEST FOR HIRING A SERVICE PROVIDER TO PROCURE & INSTALL A 30KW SOLAR SYSTEM FOR ALTERNATIVE ENERGY FOR THE WALK-IN COLD ROOM AT THE NATIONAL VACCINE STORE LOCATED IN CONGO TOWN OPPOSITE THE NPHIL COMPOUND, LIBERIA

PURPOSE: UNICEF Liberia is seeking to contract a national institutional solar energy provider to install a 30KW solar system to support the electricity supply from the national grid to the walk-in cold room.

Reference No.: LRFP-9185408

Interested qualified companies meeting the eligibility criteria will be required to request by email the bid document from UNICEF Liberia Supply Unit, and are expected to submit along with their bid response the following documents which will be used in the evaluation process:

- a) Completed UNICEF Supplier/Company Profile Form
- b) Copy of Company's registration in country of origin (if applicable)
- c) Copy of company's registration in Liberia (if applicable)
- d) Company Profile which should include:
 - Company structure
 - Company line of business
 - Number and type of employees
 - Trade License- (English Version)
 - Certificate of incorporation (if applicable)
 - Tax Registration Certificate (most current)
 - Any other licenses or authorizations issued by the appropriate government authority to operate a business in Liberia
- e) At least five (5) references of major customers/clients
- f) Companies must not have prior record of inappropriate conduct in ethical, social or environmental issues (corporate responsibility)
- g) UNGM registration number (see direction provided in bid package)
- h) Signed copy of UNICEF PSEA form

The Request for proposal for services (LRPS) package can be obtained from UNICEF Liberia Supply Office (**Only by email request**) starting Wednesday, 13 September 2023 till Tuesday, 26 September 2023 by sending a formal email request to Mr. Henson King, hking@unicef.org; or Mrs. Ruth N.W. Kwabo rkwabo@unicef.org.

PRE-BID MEETING: Virtually on Zoom (Meeting link & password in tender document)

Please note: it is important that the interested **Company** read all provisions of the request to ensure that they understand UNICEF's requirements and can submit compliant proposals. Failure to do so may result in invalidation of your proposals.

Your Official bid response on or before the deadline date will be submitted either by email to lbr.bids@unicef.org (Do not use this email for questions) or by hard copies to the address contained in the RFP package. Deadline for submission of Bid is **Wednesday, 27th Sept. 2023 at 12:00 noon Liberia local time.**

For clarifications/questions, please contact Mr. Henson King hking@unicef.org; telephone number 0770267308 or Mrs. Ruth N.W. Kwabo rkwabo@unicef.org.