

Request for Proposal – Provision & Installation of AC Timer Switches (UNICEF)

PURPOSE: Request for proposals from reputable & certified Electrical Service Companies for the provision & installation of Air Conditioning Timer/Switches for more than 100 AC Units at UNICEF Offices and facilities as part of its Greening Initiative to promote energy efficiency through automated regulations of AC Units.

Reference No.: LRF-2017-9130491

Qualified Maintenance Service Companies meeting our eligibility criteria are to submit along with their bid response the following documents which will be used in the evaluation process:

- Completed UNICEF Supplier/Company Profile Form
- Copy of Company/applicant's registration in country of origin
- Copy of company/applicant's registration in Liberia
- 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
 - Any other licenses or authorizations issued by the appropriate government authority to operate a business in Liberia
 - At least three references of major customers/clients
 - Suppliers must not have prior record of inappropriate conduct in ethical, social or environmental issues (corporate responsibility)

The Request for Proposal (RFP) package along with our supplier profile form can be picked up from UNICEF Office, Supply Unit, Mamba Point, Monrovia, between 1 p.m. to 3 p.m., Monday 6th March – Monday 20th March 2017.

Please note that it is important that interested **Companies** read all provisions of the request to ensure a thorough understanding of UNICEF's requirements and submit compliant proposals. Note also that failure to provide compliant proposals may result in invalidation of the offer.

The sealed bid will be placed in the BID BOX on the ground floor, Building 01. (Ask the security at UNICEF for bid box). Deadline for submission of the Bid is Tuesday, 21 March, 2017 at 12:00 noon prompt with Public Opening on the same day at 1:00 pm. 21 March, 2017.

For clarifications, please contact Mrs. Ruth N.W. Kwabo, rkwabo@unicef.org or Mr. Henson King hking@unicef.org; telephone number 0770267301 or 07770267308 respectively.