

UNICEF LIBERIA REQUEST FOR PROPOSAL FOR PROVISION OF HIRED TRANSPORTATION SERVICES THROUGHOUT THE 15 COUNTIES OF LIBERIA

PURPOSE: UNICEF is inviting proposals from reputable transportation services providers (Heavy & Light Duty vehicles), with registration to operate in Liberia, for the provision of prices valid for 60 months (5 years) and which can be used by UNICEF as and when required under a Long-Term Agreement (LTA).

Reference No.: LRPS-2024-9189468

Qualified transport companies meeting our eligibility criteria are 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 annex 3)
- 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)** from **Monday, 15 April, 2024** until **Monday, 29 April, 2024** by sending a formal email request to Mr. Henson King, hking@unicef.org or Madam Ruth N.W. Kwabo, rkwabo@unicef.org.

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 the proposal.

The Official bid response will be submitted on or before the deadline date either by email to lbr.bids@unicef.org (This email MUST NOT be used for questions) or by hard copies to the address contained in the RFP package. Deadline for submission of Bid is **Tuesday, 30th April 2024 by 12:00 PM Liberia local time.**

For clarifications/questions, please contact Mrs. Ruth N.W. Kwabo, rkwabo@unicef.org or Mr. Henson King hking@unicef.org; telephone number 0770267301 or 0770267308 respectively.