

UNICEF LIBERIA REQUEST FOR PROPOSAL

PURPOSE: UNICEF Liberia Country Office (LCO) is seeking to contract under Long Term Agreement (LTA) qualified Catering Services Providers for provision of Events Catering & Hall Rental Services for a period of 1 + 2 years.

Reference No.: LRPS-2026-9202372

Qualified institutions and 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
- 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

For all clarifications/questions, please contact Ibr-procurement@unicef.org no later than **20th February 2026 by 12pm local time.**

A pre-bid meeting with interested bidders will be held virtually at the TEAMS Meeting on **16 February 2026 at 2PM GMT time.**

Meeting ID: 311 182 722 815 33

Passcode: rq7qQ3KX

Link: <https://teams.microsoft.com/meet/31118272281533?p=c7HUKRaIWmNCW9Fju>

Note that 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 their proposals.

The Official bid response email (for submission of all bids) is Ibr.bids@unicef.org (This email MUST NOT be used for questions) or to the address contained in the RFP package.

Bid Submission Deadline is **Friday, 23rd February 2026 by 12:00 PM midnight, GMT time.**

The Request for proposal for services (LRPS) package can be obtained from UNICEF Liberia Supply Office (Only by email request to Ibr-procurement@unicef.org) between 2nd Feb. to 20th Feb. 2026.