

REQUEST FOR PROPOSAL – SUMMARY PAGE

RFPS-PFP-2019-191275

Launching date: Wednesday, 28 August, 2019

Closing date for the submission of your proposal: **Friday, 20 September, 2019**

UNITED NATIONS CHILDREN’S FUND (UNICEF)

Wishes to invite you to submit a proposal for the provision of

OFFICES MOVING SERVICES

Proposals must be submitted via UNICEF Web Bidding Tool:

<https://ungm.in-tend.co.uk/unicef-pfp.aspx/Home>

The main objective is to move staff belongings and office furniture from one location to another. The main delivery locations are:

- From UNICEF 5-7 Avenue de la Paix. 1202, Geneva
- To: ILO Route des Morillons 4, 1202 Genève.

Other delivery and collection locations may be required during the LTA period as and when required.

The bidding process will include a site visit (current and future premises) for each vendor to see the access available for consistency. (truck access, parking, service lift, stairs, etc.)

To this end, UNICEF is seeking to enter into a Timebound Long-Term Arrangement for Services (LTA-S) with a vendor for the provision of **OFFICES MOVING SERVICES**, as may be needed from time to time for an initial period of twenty-four (24) months, with a possible renewal for an additional period of twelve (12) months, subject to the satisfactory performance.

Should your company be qualified and interested in this bidding opportunity, please register in the UNICEF-PFP e-tendering system to access the complete RFPS package - please follow the registration procedure attached to this notification.