

NOTICE FOR EXTENSION OF THE DEADLINE FOR SUBMISSION OF PROPOSALS AND CHANGE OF INSTRUCTION FOR PROPOSAL SUBMISSION

OPEN TENDER (RFP)

BENEFICIARY COUNTRY: Switzerland

REFERENCE NUMBER: UNOPS-UNEPGEN-2017-S-001

DESCRIPTION: Provision of services for Branding and Communication campaign in the launch for The Minamata Convention on Mercury in Genève, Switzerland

UNCCS CODE: /

NEW DEADLINE DATE FOR SUBMISSION OF BIDS: **05 June 2017, 24:00 hours**

POSTING DATE: 02 June 2017

The following parts of Section I, RFP Particulars, are changed as follows:

Deadline for Proposal Submission (Article 22)	All Proposals must be submitted by 24:00h, CET on 05 June 2017 (Belgrade, Serbian time zone UTC+01:00).
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<p>Proposal Submission (Article 23)</p>	<p>Proposals must be submitted as follows:</p> <p>By mail or personal delivery in one sealed outer envelope and two inner envelopes, as detailed below, by the Deadline for Proposal Submission. The outer envelope shall be labelled as follows: ***CONFIDENTIAL PROPOSAL - DO NOT OPEN UNLESS AUTHORIZED***</p> <p style="text-align: center;">United Nations Office for Project Services</p> <p style="text-align: center;">Skerliceva 4, 11 000 Belgrade</p> <p style="text-align: center;">Republic of Serbia</p> <p>Att.: Chair Person, Proposal Opening Committee. Case No.: UNOPS-UNEPGEN-2017-S-001</p> <p>Deadline for Proposal Submission: 24:00h, CET on 05 June 2017 (Belgrade, Serbian time zone UTC+01:00)</p> <p>From: [<i>Insert Offeror's name & details</i>]</p> <p>Personal delivery shall be made between the hours of 08:00h and 17:00h on UNOPS regular working days by the Deadline for Proposal Submission.</p> <p>The inner envelopes shall be marked as follows: Both inner envelopes shall indicate the Offeror's name and address and the RFP Case No. The first inner envelope shall be marked "Technical Proposal" and shall contain one soft copy and two hard copies of all the duly filled and signed Returnable Bidding Forms and other documentation (except the Returnable Bidding Form F– Financial Proposal Form and other price related documents). The technical proposal shall be prepared in duplicate with one hard copy marked "Original" and the other marked "Copy". In the event of any discrepancy between the soft and/or the hard copies of the proposal, the proposal marked as "Original" shall govern. The second inner envelope shall be marked "Financial Proposal" and include the duly completed and signed Returnable Bidding Form F– Financial Proposal Form and other price related documents. The financial proposal shall be prepared in one soft copy and two hard copies, with one hard copy marked "Original" and the other marked "Copy" In the event of any discrepancy between the soft and/or the hard copies of the proposal, the proposal marked as "Original" shall govern. Distinct, separately sealed, both technical and financial proposals are requested from the offerors in order to evaluate them separately. Both distinctly sealed envelopes of technical and financial proposals shall be kept in another envelope (outer envelope), which shall be sealed as well. Non-compliance to this instruction shall result in rejection of the proposal received.</p>
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Or by e-mail to secure proposal e-mail address: srpc.bids@unops.org, as detailed below by the Deadline for Proposal Submission.

The **“Technical Proposal”** shall be sent in a separate e-mail and shall not exceed **10 Megabytes**. The e-mail subject line shall read “RFP UNOPS-UNEPGEN-2017-S-001- Technical Proposal”.

The **“Financial Proposal”** shall be sent in a separate e-mail and shall not exceed **10 Megabytes**. The e-mail subject line shall read “RFP UNOPS-UNEPGEN-2017-S-001 - Financial Proposal”.

Distinct, separately e-mails, both technical and financial proposals are requested from the Offerors in order to evaluate them separately. Non-compliance to this instruction shall result in rejection of the proposal received.

In order to facilitate UNOPS evaluation process, documents attached should be named according to the section/form number of this RFP and –where possible- PDF documents should be provided in a format which allows text searches within the document.

PLEASE DO NOT SEND THE E-MAILS WITH YOUR PROPOSAL TO ANY OTHER E-MAIL ADDRESS DIFFERENT FROM THE SECURE PROPOSAL E-MAIL ADDRESS.

Please be advised that UNOPS reserves the right to amend the tender documents at any time. Any amendments or clarifications will be posted under the concerned case on www.unops.org and www.unqgm.org and we kindly ask you to check the sites before submitting your proposal.

Graeme Tyndall
UNOPS Serbia Operations Centre Manager

