

Date: July, 21, 2019

## REQUEST FOR QUOTATION RFQ N° UNFPA/HRG/RFQ/2019/07/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Description	Quantity required
Dignity Kits	850 dignity kits, composed as below detailed

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Sanitary towels	ultra slim Size packets containing 10 napkins (2 packets for each kit)	Packet	1,700
2	Toilet Soap	Toilets soap 110 grams weight (2 pieces per kit)	bar	1,700
3	Somali Diric dress	Diric (Shiid), 3.5 yard (2 pieces per kit)	Piece	1,700
4	Female Underwear	100% Cotton, full brief panties of medium/large size, (3 pieces per kit)	piece	2,550
5	Comb	Durable, medium size with handle (1 piece per kit)	Piece	850
6	Headscarf	(Shalmad) 1.9X1.4 m (1 piece per kit)	piece	850
7	Toothpaste	120 ml (2 pieces per kit)	Piece	1,700
8	Toothbrush	Manual, suitable for use at least 3 months (3 pieces per kit)	Piece	2,550
9	Body lotion / rubbing oil	320ml with Flip Open /Screw Cap suitable for all skin types (1 piece per kit)	Piece	850
10	Washing / Laundry Soap	250 g (2 pieces each one)	Bar	1,700
11	Female Petticoats	Gogarad in Somali (2 pcs per kit)	Piece	1,700
12	Dates	1 kg, sealed in plastic bag (Expiry date to be 2021) (2 pieces per kit)	Piece	1,700
13	Bucket	Plastic with lid and handle (painted with UNFPA logo/with durable sticker with UNFPA logo)	Piece	850
14	Packaging	All items for kit to be packed in one bucket	Piece	850
15	Delivery Charges based on DAP 2010 Incoterm, to: <b>National Medical Warehouse, Opposite Hargeisa Group Hospital Hargeisa Somaliland</b>	All kits to be delivered at National Medical Warehouse.	Delivery service	1



This Request for Quotation is open to all legally-constituted companies that can provide the requested products items listed in the above table and have legal capacity to deliver the items packed in the buckets.

## I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives.

## II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Abdirisak Yusuf
Tel N°:	+252 634 4413 295
Email address of contact person:	<a href="mailto:bids.somalia@unfpa.org">bids.somalia@unfpa.org</a> ,

## III. Access to Price Quotation Form:

You can access the form through the below link:

<https://drive.google.com/open?id=163U8c12WdEJhWGUW11xirzm8r9pHNqQT>

## IV. Opening and Closure Dates for submission of quotes:

The RFQ will be open starting from **Monday 22<sup>nd</sup> July 2019** and will be open till **Thursday, July 25<sup>th</sup> 2019 at 16:00 local time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

## V. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- Price quotation, to be submitted strictly in accordance with Price Quotation Form.

The quotation must be signed by the company's relevant authority and submitted in PDF format.

## VI. Currency of quote and for further payment:

Please submit your quotation in United States of America Dollars.

## VII. Instructions for submission, deadline for submission of quotes:

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than **Thursday, July 25<sup>th</sup> 2019 at 16:00 local time**.

**Samples:** Share sample of Dignity Kit along with the submission of the quotations, for this, coordinate with the contact person below. Make sure that you seal both the quotations and the samples in bucket. Note the sample will be evaluated.



Name of contact person at UNFPA: *Abdirisak Yusuf*  
Email address of contact person: *Bids.Somalia@unfpa.org*

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/HRG/RFQ/2019/07/003**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline. Quotes not submitted to [bids.somalia@unfpa.org](mailto:bids.somalia@unfpa.org) will not be considered.

- **Requirement for presentation of samples:**

UNFPA required samples to be presented as pre-condition for an award. The verification of samples shall be coordinated with Abdirisak Yusuf, mentioned as contact person below.

#### VIII. Partial Quotes

Partial quotes are not admitted: Quotes presenting only part of the required 14 Items or not presenting the total number of kits required will not be considered.

#### IX. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

UNFPA is not just looking for the cheapest items, but rather focusing on the better the quality delivered by the supplier strictly following the specification for the items.

UNFPA will also evaluate the Knowledge, experience and past performance of the competing potential suppliers with UN/INGOs in the procurement of the dignity kits.

The interested candidate should be legally-constituted company with valid commercial license and registration certificate.

Also any appreciation letter from UN/INGOs will also be evaluated.

#### X. Award

UNFPA shall award a Purchase Order with the duration of the delivery period specified by the successful bidder to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### XI. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

#### XII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

### **XIII. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

### **XIV. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).


### **XV. RFQ Protest**

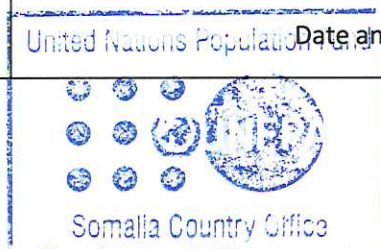
Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

This bid process is handled by CO. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Office, Anders Thomsen, UNFPA Representative at [thomsen@unfpa.org](mailto:thomsen@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

### **XVI. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

<p><b>Pedro Roballo,</b> <b>International Operations manager</b></p>		<p>21/JUL/2019</p>
<p><b>NAME, FUNCTIONAL TITLE:</b></p>	<p>United Nations Population Fund Date and signature</p>	





## PRICE QUOTATION FORM

**Name of Bidder:**

**Date of the quotation:**

[Click here to enter a date.](#)

**Request for quotation N°:**

**Currency of quotation:**

USD

**Validity of quotation:**

*(The quotation shall be valid for a period of at least 3 months after the submission deadline.)*

Example Price Schedule below:

### Price Quotation Form

Item	Product Name & Description	UOM	Number of Units	Unit Price	Total (USD)
1	Sanitary towels [ultra slim Size packets containing 10 napkins (2 packets for each kit)]	Packet	1,700		
2	Toilet Soap [Toilets soap 110 grams weight (2 pieces per kit)]	Bar	1,700		
3	Somali Diric dress [Diric (Shiid), 3.5 yard (2 pieces per kit)]	Piece	1,700		
4	Female Underwear [100% Cotton, full brief panties of medium/large size, (2 pieces per kit)]	Piece	2,550		
5	Comb [Durable, medium size with handle (1 piece per kit)]	Piece	850		
6	Headscarf [(Shalmad) 1.9X1.4 m (1 piece per kit)]	Piece	850		
7	Toothpaste [120 ml (2 pieces per kit)]	Piece	1,700		
8	Toothbrush [Manual, suitable for use at least 3 months (3 pieces per kit)]	Piece	2,550		
9	Body lotion / rubbing oil [320ml with Flip Open /Screw Cap suitable for all skin types (1 piece per kit)]	Piece	850		
10	Washing / Laundry Soap [250 g (2 pieces each one)]	bar	1,700		
11	Female Petticoats [Gogarad in Somali (2 pcs per kit)]	Piece	1,700		
12	Dates [1 kg, sealed in plastic bag (Expiry date to be 2021) (2 pieces per kit)]	Piece	1,700		
13	Bucket [Plastic with lid and handle (painted with A4-size UNFPA logo/with durable sticker with UNFPA logo)]	Piece	850		
14	Packaging the kits in the bucket in an orderly manner	Kit	850		

15	Delivery Charges based on the following 2010 Incoterm, to: DAP	All Kits	1		
	National Medical Warehouse, Opposite Hargeisa Group Hospital Hargeisa, Somaliland				
GRAND TOTAL USD					

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ N° UNFPA/HRG/RFQ/2019/07/003** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.		
Name and title	Date, place, signature and Stamp		

Item No.	Photo	Description and Color
1		<b>COMB:</b> Any color and should have a handle
2		<b>PLASTIC BUCKET:</b> Plastic bucket must have a lid and a handle as appears in the photo and should have a 20 liter volume.
3	 Ensuring rights and choices for all	<b>UNFPA LOGO:</b> Write the tagline under the logo "Ensuring rights and choices for all"  A4-size sticker



**ANNEX I:**  
**General Conditions of Contracts:**  
**De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)