

Date: 16/07/2018

Request for Quotation No. UNFPA/SYR/RFQ/RH/07-2018/24

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **PAP Smear analytical supplies** to the Ministry of Health located in Damascus as per the following details (As per Annex-2 Technical Specifications):

#	Item	U.o.M	Quantity
1	Hematoxilline Solution	Bottle (0.5 L)	180
2	Orange G Solution	Bottle (0.5 L)	180
3	Light Green Solution	Bottle (0.5 L)	180
4	Absolute Alcohol	Bottle (2.5 L)	120
5	Anti-Line	Bottle (100 ML)	20
6	Spatula for samples (Samples Required)	Spatula (100)	400
7	Diamond Pen for writing on samples (Samples Required)	pen	20
8	Stainless steel container holder consist of 12 Division for Samples, including Vitro Container (Samples Required)	Stand	20
9	Silver Pen (Samples Required)	Pen	400
10	Wooden Container for samples (Samples Required)	Container	400

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Submission Form – Annex 1, and send by email or the address indicated below not later than **12:00 PM (Damascus Time) Sunday 29th of July, 2018.**

Name of Contact Person in UNFPA: AOs Zeidan

Address: UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria

Tel No.: +963-6121659/+963-6113764

Email: syria.office@unfpa.org

Quotations submitted by email must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that it is signed and in the .pdf format, and free from any virus or corrupted files.

Full acceptance of the UNFPA General Terms and Conditions is mandatory. They can be located on this webpage at: <http://www.unfpa.org/resources/unfpa-general-conditions-contract> . Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010]	DAP
Customs clearance, if needed, shall be done by:	Awarded supplier
Delivery Location	Damascus, Syria; Syrian MOH Drug Stores
Currency of Quotation	USD
Insurance	<u>Cargo insurance is covered by UNFPA. Please do not include insurance costs in the quotation</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> - For local “Syrian” manufacturer offers should submit offers under <u>Drugstores license</u>, and included copy of license. - Ministry of Health registration license for each offered product. - Manufacturer holder if needed. - <u>Samples are mandatory</u> for items 6,7,8,9, and 10. Samples should be send to the address indicated in the above - Storage Conditions: Particular storage conditions (temperature, pressure, humidity, if needed etc.), Packing and packaging details shall be clearly stated in the Technical Offer.
Period of Validity of Quotes starting	90 days

the Submission Date	
Partial Quotes	Permitted
Partial Delivery	<u>NOT Permitted Delivery should be done within 30 days after award.</u>
Payment Terms	100% upon complete delivery of goods
Evaluation Criteria	<ul style="list-style-type: none"> - Technical responsiveness/Full compliance to requirements and lowest price - Full acceptance of the UNFPA General Terms and Conditions - Earliest dispatch date/shortest lead time
UNFPA will award to:	One or more supplier (UNFPA reserving the rights to split contract award for the sake of mitigating delivery risks.)
Type of Contract to be Signed	Purchase Order
Conditions for Release of Payment	Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements
Annexes to this RFQ	<ul style="list-style-type: none"> - Quotation Form (Annex 1) Annex 1 need to be duly completed and submitted in order to qualify for the procurement process. <ul style="list-style-type: none"> - Technical Specifications (Annex 2) - UNFPA General Conditions (Annex 3)

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Best regards,
Procurement Unit