

Date: 10/04/2018

**Request for Quotation No. UNFPA/SYR/RFQ/RH/04-2018/13**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of Promotion Materials for Adolescent Girls in Camps as per the following details:

#	Item	U.o.M	Quantity
1	<b>Scarf, high quality</b> - Cotton mixed with silk. - Width 70CM, Length 168CM. - UNFPA logo printed.	PCS	6,000
2	<b>Notebook with key messages on RH &amp; GBV</b> - Notebook with double wire. - Size 15 * 20 CM. - Cartonage colored cover. - 70 pages, included 7 colored paged included health messages promotion "should designed from the bidder.	PCS	6,000
3	<b>Canvas hand bag for girls &amp; women for daily use;</b> - Waterproof material with 4 colored printing UNFPA logo on small attached label, zip on top, pocket inside & handle for hanging. - High 47CM, width 50CM & handle high 28CM	Bag	6,000

#	Item	U.o.M	Quantity
1	<b>Scarf</b> - مصنوع من القطن و الحرير - عرض 70 سم و طول 168 سم - مطبوع عليه لوغو UNFPA	PCS	6,000
2	<b>Notebook with key messages on RH &amp; GBV</b> دفتر سلك مزدوج قياس 15*20 سم غلاف ملون كرتوناج ورق داخلي بطال 70 غرام مع شعارين عدد الصفحات 70 صفحة بالإضافة إلى 7 صفحات داخلية ملونة عبارة عن رسائل صحية (علماً أن التصميم للرسائل والطباعة من خلال المطبعة)	PCS	6,000
3	<b>Canvas hand bag for girls &amp; women for daily use</b> مواصفات الشنتة القماش ووتر بروف ( - مطبوعة 4 الوان ) الطباعة على وجه واحد ( يوجد لها سحب من الأعلى وجيب و يد للحمل 47 - ارتفاع السك cm 50 - عرض السك cm 28 - ارتفاع اليد cm	Bag	6,000

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Submission Form – Annex 2, and send by email or the address indicated below not later than **12:00 PM (Damascus Time) Wednesday 18<sup>th</sup> of April, 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](mailto: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:	UNFPA Country Office
Delivery Location	UNFPA Office
Currency of Quotation	USD or SYP
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none"> <li>- Good Quality</li> <li>- <b>Samples is mandatory</b></li> <li>- Commercial license \ trade registration</li> </ul>
Period of Validity of Quotes starting the Submission Date	90 days
Partial Quotes	Permitted
Partial Delivery	Permitted
Payment Terms	100% upon complete delivery of goods
Evaluation Criteria	<ul style="list-style-type: none"> <li>- Technical responsiveness/Full compliance to requirements and lowest price</li> <li>- Full acceptance of the UNFPA General Terms and Conditions</li> </ul>
UNFPA will award to:	One and 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
Annexes to this RFQ	<ul style="list-style-type: none"> <li>- Quotation Form (Annex 1)</li> </ul> <p>Annex 1 need to be duly completed and submitted in order to qualify for the procurement process.</p> <ul style="list-style-type: none"> <li>- UNFPA General Conditions ( Annex 2)</li> </ul>
Contact Person for Inquiries (Written inquiries only)	<p>Name: Shahenaz Abbas/ Aos Zeidan Email: <a href="mailto:sabbas@unfpa.org">sabbas@unfpa.org</a>/ <a href="mailto:zeidan@unfpa.org">zeidan@unfpa.org</a></p> <p><b>For the technical clarification please write to us officially maximum by 02:00PM (Damascus Time) Wednesday 11<sup>th</sup> of April, 2018.</b></p> <p><b>UNFPA will compile all the questions and post the Answers Sheet to UNGM maximum by 3:00PM (Damascus Time) Thursday 12<sup>th</sup> of April, 2018.</b></p> <p>Any delay in UNFPA's response shall be not used as a reason for extending the deadline for submission, unless UNFPA determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

**Best regards,  
Procurement Unit**