

Date: 10/05/2018

Request for Quotation No. UNFPA/SYR/RFQ/RH/05-2018/17

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 | Scarf, high quality: <ul style="list-style-type: none"> - Reversible scarf "Double sided". - Cotton mixed with silk, 60 % silk, 40 % cotton - Width 70CM, Length 168CM. - UNFPA logo printed. | PCS | 6,000 |

| # | Item | U.o.M | Quantity |
|---|--|-------|----------|
| 1 | Scarf <ul style="list-style-type: none"> - قماش مموج على الجانبين ويستعمل على الوجهين - مصنوع من القطن 40% و الحرير 60%. - عرض 70 سم و طول 168 سم - مطبوع عليه لوغو UNFPA | PCS | 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 16th of May, 2018.**

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| <p>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</p> <p>Tel No.: +963-6121659/+963-6113764</p> <p>Email: syria.office@unfpa.org</p> |
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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] | CIF |
| 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"> - Good Quality - Samples is mandatory - Commercial license \ trade registration |
| 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"> - Technical responsiveness/Full compliance to requirements and lowest price - Full acceptance of the UNFPA General Terms and Conditions |
| 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"> - Quotation Form (Annex 1) <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"> - UNFPA General Conditions (Annex 2) |
| Contact Person for Inquiries (Written inquiries only) | <p>Name: Shahenaz Abbas/ Aos Zeidan Email: sabbas@unfpa.org/ zeidan@unfpa.org</p> <p>For the technical clarification please write to us officially maximum by 02:00PM (Damascus Time) Saturday 12th of May, 2018.</p> <p>UNFPA will compile all the questions and post the Answers Sheet to UNGM maximum by 3:00PM (Damascus Time) Sunday 13th of May, 2018.</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> |

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**Best regards,
Procurement Unit**