

Date: 04/06/2019

Request for Quotation No. UNFPA/SYR/RFQ/Comms/06-2019/19

Dear Sir/Madam,

We hereby solicit your quotation for the **Provision of the following list of Promotional Items and Printings to UNFPA Damascus office:**

#	Item	Specifications	Qty.	Requested Samples Yes/No*
1	Roller-Ups (Printing)	80 *200 CM , printed PVC high resolution on sulfone not shiny	10	No
2	USB Flash Memory	Card Model , 16 GB, with UNFPA logo printed in 3 colors (attached sample)	450	Yes
3	Hats	Material: Cotton, Colors: Dark blue/ Beige , Size: M and L, with and embroidery UNFPA Logo	200	Yes
4	Vests	Material: Stuffed Satin fabric. Size: M, L, XL, XXL. Small embroidery of UNFPA Logo on the upper front left corner. Another embroidery UNFPA logo on the back, on the shoulder area. Zipper on the front , and 2 pockets one the front (left and right)	250	Yes

The quotation shall be valid at least for (90) calendar days after the closing date.

If you are interested in submitting a quotation kindly send your bid along with the filled “**Quotation Form**” attached herein, sign and stamp then send it back to us via email to the secure address: bidsyria@unfpa.org or via one sealed bid to the tender box located at our office: **UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria.**

The deadline for the submission of the offers is **Wednesday, 12th of June, 2019 at 12.00PM (Damascus time)**. Offers received after the deadline, or at another email address other than the one indicated above (bidsyria@unfpa.org) will be automatically **disqualified**.

Please submit your quotation in USD or SYP currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Please ensure to mark your envelop/email clearly with the this Reference No. **UNFPA/SYR/RFQ/Comms/06-2019/19** and the words “**Sealed Bid, do not open before 12:00pm (Damascus Local Time) Wednesday 12th of June. 2019**”.

E-mail submission shall not exceed 4 MB, including the size of the cover email. It is recommended that all the bidding documents are consolidated into as few attachments as possible which shall be in commonly used file formats. If the bid consists of large electronic files, it is recommended to send these files separately before the deadline indicating the order of emails (email 1, email 2, etc.) after the bid reference number and the Bidder’s name in the subject line of each email.



In order to avoid last minute internet congestion it is recommended to send your bid as early as possible before the deadline.

PS1: Kindly note that the quantities listed above and in Annex-1: Quotation Form are tentative and can be changed later.

A prospective Bidder requiring any clarification on the RFQ documents may notify UNFPA in writing from the date of issue of the bid and no later than **Sunday 09th of June, 2019 at 04:00pm (Damascus Local Time)** to the following email address:

Name and Email address only for technical queries:

Aos Zeidan: zeidan@unfpa.org

Note: Do not submit your bid/proposal to the contact person's email address!

UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective Bidders who have received the bid solicitation documents maximum by **Monday 10th of June, 2019 at 5:00pm (Damascus Local Time)**.

Your earliest response to this query would be highly appreciated, but not later than **Wednesday, 12th of June, 2019 at 12.00PM (Damascus time)**.

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

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.

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Please note that quantities are tentative and can be changed later.

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

Delivery Terms [INCOTERMS 2010]	CPT
Customs clearance, if needed, shall be done by:	Awarded supplier
Delivery Location	UNFPA Office - Damascus, Syria
Currency of Quotation	USD/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"> - Samples are mandatory - Commercial license \ trade registration - Proof of previous experience for similar contracts
Period of Validity of Quotes starting the Submission Date	90 calendar days
Partial Quotes	Permitted
Partial Delivery	NOT 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 - 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	<p>Annex: 1- Quotation Form; need to be duly completed and submitted in order to qualify for the procurement process.</p> <p>Annex: 2- UNFPA General Conditions.</p>

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