

Date: 22/02/2018

Request for Quotation No. UNFPA/SYR/RFQ/RH/02-2018/06

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **Medicines** to the Ministry of Health located in Damascus as per the following details:

#	Item	U.o.M	Quantity
1	Multivitamins for pregnant and lactating women	Tablets	2,000,000
2	Cefixim 400mg	Capsule	200,000
3	Metronidazole	Ovule	400,000
4	Metronidazole 500mg	Tablets	600,000
5	Miconazol Nitrate 200mg	Ovule	200,000
6	Folic Acid 5mg	Tablets	2,300,000

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 to: Syria.office@unfpa.org or the address indicated below not later than **03:00 PM (Damascus Time) Wednesday 28th of February. 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:	UNFPA Country Office
Delivery Location	Ministry of Health Warehouse in Damascus
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"> - (GMP) Good Manufacturing practices: All goods offered shall have a valid certificate or equivalent from Syrian health authorization. - Products list for manufacturers. - For local “Syrian” manufacturer offerors 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</u>. - Undertake that supplier will provide us with “Certificate of analysis” for each product by batches. - Storage Conditions: Particular storage conditions (temperature, pressure, humidity, if needed etc.), Packing and packaging details shall be clearly stated in the Technical Offer. - Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); - Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.

	<ul style="list-style-type: none"> - Delivered medicines should have 75% of shelf-life upon receipt to MOH Drugstores - Certificate of analysis for each delivered batch upon receipt.
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	<p>Quotation Form (Annex 1)</p> <p>Annex 1 need to be duly completed and submitted in order to qualify for the procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>Name: AOs Zeidan Title : Procurement Assistant Email: Zeidan@unfpa.org</p> <p>For the technical clarification please write to us officially maximum by 05:00PM (Damascus Time) Monday 26nd of Feb. 2018.</p> <p>UNFPA will compile all the questions and post the Answers Sheet to UNGM maximum by 12:00PM (Damascus Time) Sunday 27th of Feb. 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