

Date: 24/04/2018

**Request for Quotation No. UNFPA/SYR/RFQ/RH/04-2018/15**

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	6,000,000
2	Metronidazole 500 mg	Ovule	400,000
3	Miconazole Nitrate 200 mg	Ovule	200,000

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 **11:00 AM (Damascus Time) Sunday 6<sup>th</sup> of May, 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]	DDP
Customs clearance, if needed, shall be done by:	Awarded supplier
Delivery Location	Damascus, Syria; Syrian MOH Drug Stores
Currency of Quotation	<b>USD</b>
Insurance	<b><u>Cargo insurance is covered by UNFPA. Please do not include insurance costs in the quotation</u></b>
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>- GMP Good Manufacturing practices: All goods offered shall have a valid certificate or equivalent from Syrian health authorization.</li> <li>- Products list for manufacturers.</li> <li>- For local “Syrian” manufacturer offers should submit offers under <b><u>Drugstores license</u></b>, and included copy of license.</li> <li>- Ministry of Health registration license for each offered product.</li> <li>- Manufacturer holder if needed.</li> <li>- <b><u>Samples are mandatory</u></b> for each item. Samples should be send to the address indicated in the above</li> <li>- Undertake that supplier will provide us with “Certificate of analysis” for each product by batches.</li> <li>- Storage Conditions: Particular storage conditions (temperature, pressure, humidity, if needed etc.), Packing and packaging details shall be clearly stated in the Technical Offer.</li> </ul>
Period of Validity of Quotes starting the Submission Date	90 days
Partial Quotes	Permitted
Partial Delivery	<b><u>NOT Permitted Delivery should be done within 30 days after award.</u></b>
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> <li>- Earliest dispatch date/shortest lead time</li> </ul>
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"> <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: AOs Zeidan Email: <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) Sunday 29<sup>th</sup> of April. 2018.</b>  <b>UNFPA will compile all the questions and post the Answers Sheet to UNGM maximum by 5:00PM (Damascus Time) Monday 30<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>

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**Best regards,  
Procurement Unit**