



United Nations Population Fund,  
UNFPA  
Procurement Services Branch, PSB,  
Marmorvej 51, 2100 Copenhagen,  
Denmark  
Tel: +963 11 612-6870  
Website: [www.unfpa.org](http://www.unfpa.org)

**Date:** 26/09/2019

**Request for Quotation No. UNFPA/SYR/RFQ/RH/09-2019/48**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the items named below and their shipment to **Damascus, Syria**

S. No.	Item	Specification	Unit of Measure	Quantity
1	Adults Diapers (Unisex )	1-Double fasten able Tapes 2-Elastic leg cuffs (Barriers) provide protection against leakage. 3-Waterproof Outer Cover 4-Adsorption at least 1000 ml 5-Sizes from S to XXL 6-Various packing options are accepted	EA	50,000

The goods are to be delivered maximum in 4 weeks upon issuing of PO. The quotation shall be valid at least for 1 month after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the address [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org) or via sealed envelopes at the tender box located at our office, UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria. Offers received after the deadline, or at another email address than the one indicated in the above ([bidsyria@unfpa.org](mailto:bidsyria@unfpa.org)) will be automatically disqualified.

Please submit your quotation in 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.



Your earliest response to this query would be highly appreciated, but not later than **06/10/2019, time 12:00 Damascus Time**

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

Best regards,

Name of Contact Person in UNFPA : Maisa Al-Arab

Tel. No. +963 11 6126870

Email: [Alarab@unfpa.org](mailto:Alarab@unfpa.org)

Bids to be submitted at: [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org)

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

Delivery Terms [INCOTERMS 2010]	DDP
Customs clearance, if needed, shall be done by:	Awarded supplier
Delivery Location	ALKesweh warehouse Damascus, Syria
Currency of Quotation	<b><u>SYP</u></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>- <b><u>Samples are mandatory</u></b> Samples should be send to the address: UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria.</li><li>- Technical specifications/sheet including the packing information</li><li>- Manufacturer name &amp; any registration available for the product</li><li>- Quotation form</li></ul> <b><u>*Bids received without samples will be disqualified*</u></b>
Period of Validity of Quotes starting the Submission Date	30 days

Partial Quotes	Not allowed
Partial Delivery	<b><u>NOT Permitted. Awarded quantities shall be delivered within 30 days after PO receipt.</u></b>
Payment Terms	<p>100% upon complete delivery of goods</p> <p>Payments in USD will only be applicable to companies with a registered foreign bank account. Payments to Syrian bank accounts will only be processed in SYP at the UN rate applicable to the month of transaction.</p>
Evaluation Criteria	<ul style="list-style-type: none"> <li>- Full compliance to requirements + lowest price technically compliant + shortest lead time</li> <li>- Full acceptance of the UNFPA General Terms and Conditions</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) Annex 1 needs to be duly completed and submitted in order to qualify for the procurement process.</li> <li>- UNFPA General Conditions ( Annex 2 )</li> </ul>



## Quotation Form

**Name of Bidder:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_

**Request for Quotation No:** \_\_\_\_\_

**Currency of Bid price:** \_\_\_\_\_

**Delivery time** (*weeks from receipt of order till dispatch*): \_\_\_\_\_

**Expiration of Validity of Quotation** (*The quotation shall be Valid for a period of at least 2 Months after the Closing date.*): \_\_\_\_\_

**Price Schedule:**

Item No.	price/unit	Quantity	Transportation cost to port of Destination (specify mode of trp.)	Shipment volume (cmb) and Weight of goods	Total DDP (Destination port)	Delivery schedule (months)

**In your offer, please include:**

1. Specific technical specifications of products offered
2. Quality standard of the products

*Vendor's Comments:*

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**