



United Nations Population Fund,  
 UNFPA  
 Bldg 10, Fatmeh Idriss Lane Al-  
 Ghazzawi St.| West Villas, Mezzeh,  
 Damascus, P.O. Box  
 Website: [www.unfpa.org](http://www.unfpa.org)

**Date:** 10/04/2018

**Request for Quotation No. UNFPA/SYR/RFQ/RH/09-2018/31**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the items named below and their AIR/SEA shipment to Damascus, Syria:

No.	Item	Description	Unity of Measure	Quantity
1	<b>Hematoxycilline Solution</b>	Natural dye <b>Hematoxylin</b> is the nuclear stain (blue).	Bottle (0.5L)	200
2	<b>Orange G Solution</b>	<b>Orange Green</b> Dye which stains matured and keratinized cells.	Bottle (0.5L)	200
3	<b>Light Green Solution</b>	<b>Light Green</b> Dye stains cytoplasm of metabolically active cells.	Bottle (0.5L)	200
4	<b>Absolute alcohol</b>	Absolut Alcohol is above 97% ethanol	Bottle (2.5L)	200
5	<b>Anti-Line</b>	Color fixation	Bottle (100ML)	40
6	<b>Spatula for samples</b>	Wooden Spatulas; sterile and/or non-sterile suitable for PAP SMEAR.	Spatula (100)	500
7	<b>Diamond Pen for writing on samples</b>	Diamond point pen to write/each patient's identification on a non-frosted glass slides.	Pen	20
8	<b>Stainless steel container holder consist of 12 Division for Samples, including Vitro Container</b>	Staining Trays, or Staining Racks.	Stand	20
9	<b>Silver Pen</b>	Silver pen to write the patient's identification on non-frosted glass slides.	Pen	600
10	<b>Wooden container for samples</b>	Holder/container for the fixed smear samples. Holder can be used in the drying, storage and transportation of sample glass slides. Material can vary from wood and steel to plastic and cardboard.	Container	600



The quotation shall be valid at least for 90 days 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 secure address: [syria.office@unfpa.org](mailto:syria.office@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.** The deadline for the submission of the offers is **Wednesday, 17<sup>th</sup> of October, 2018** at 13.00 PM (Damascus time). Offers received after the deadline, or at another email address than the one indicated in the above ([syria.office@unfpa.org](mailto:syria.office@unfpa.org)) will be automatically disqualified.

Please submit your quotation in USD 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 **17/10/2018, 13.00PM (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: Aos Zeidan ([zeidan@unfpa.org](mailto:zeidan@unfpa.org))

Tel. No. +963-6121659/+963-6113764

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

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 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	Damascus, Syria
Currency of Quotation	<b><u>USD</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>- Products list for manufacturers.</li> <li>- For Syrian suppliers/manufacturers/wholesalers UNFPA is requesting the MoH registration letter/report for each item.</li> <li>- For Syrian suppliers/manufacturers/wholesalers UNFPA is requesting the quotations to be submitted under <b><u>MoH Drugstores license</u></b>; a copy of license needs to be included in the bid.</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 (UNFPA office).</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. Awarded quantities shall be delivered within 30 days after PO receipt.</u></b>
Payment Terms	100% upon complete delivery of goods

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>