



Date: 27/September/2021

Emergency Request for Quotation
No. UNFPA/SYR/RFQ/GBV/09-2021/25

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **Different Types of Dignity kit**, as per the following details and quantities:

Item #	Description	Quantity
1	Female Dignity Kit, as per Annex-1: Technical Specs.	7500
2	Pregnant/Lactating Women Kit, as per Annex-1: Technical Specs.	1000

The goods are to be delivered in (4) weeks upon issuing the PO. The quotation shall be valid at least for 30 days after the closing date. If you are interested in submitting a quotation for these items, please submit your offer in two sealed envelopes delivered by yourself or by the authorized representative, in hard copy to the “**Tender Box**” at **UNFPA Damascus office** located at below address, and record your submission in the “**Bid Receipt Table**”.

- **UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria.**

The first envelop includes the FIN components, while the other one includes the Tech. components and the bidder documents. The bidder has also the option to submit his/her bid in (2) separate emails to bidsyria@unfpa.org, where the FIN bid is to be protected by a password. the password will be requestd from only technically qualified offer. If a bidder submits multiple bids, the last Complete Bid within the specified deadline is considered. Offers received after the deadline or at another email address than the one indicated in the above bidsyria@unfpa.org may be disqualified.

Please submit your quotation in SYP or 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 no later than **12:00PM (Damascus time) Sunday October 10, 2021.**

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

Best regards,

27.09.2021

Wesam Naser
Operations Manager



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

1. Delivery Location	DAP (including the custom clearance) UNFPA Kessweh Warehouse in Rural Damascus, Syria. (UNFPA may provide a custom exemption if requested)
2. Currency of Quotation	<u>For International Suppliers: USD</u> <u>Local suppliers can submit their offer in either USD or SYP</u>
3. All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
4. Period of Validity of Quotes starting the Submission Date	30 days
5. Contact Person for Inquiries (Written inquiries only)	Iman Alrifai ialrifai@unfpa.org Tel. No. +963-6121659/+963-6113764 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 bidders. <u>The above is the only official email to receive clarification. UNFPA is not obliged to answer to any clarifications received by other emails</u>
6. Partial Quotes per line (Kit)	Permitted (Bidders can bid for full quantity for one or two lines (Kit))
7. Partial Delivery per kit	NOT Permitted
8. Payment Terms	<ul style="list-style-type: none"> - 100% upon completion of delivery and acceptance of devices - Local companies will be paid in local currency (SYP) at the offered price (if offered in SYP) or at the UN Exchange rate at the invoice date (if offered in USD) • International companies will be paid in USD or PO currency. <p><u>N.B:</u></p> <ul style="list-style-type: none"> - Local company is the company legally registered in Syria Arab Republic regardless of the owner(s)

	<p>nationalities'(s)</p> <ul style="list-style-type: none"> - International company is the company legally registered out of Syrian Arab Republic regardless of the owner(s) nationalities'(s)
9. 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 - Delivery period: not exceeding more than Four (4) Weeks upon releasing Purchase Order. - Quantities are tentative and can be changed later. - UNFPA reserves the right not to award the contract to lowest price
UNFPA will award to:	One or more than one supplier
Type of Contract to be Signed	Purchase Order
Conditions for Release of Payment	Written Acceptance of Goods on full compliance with RFQ requirements.
Documents to be filled and submitted by the bidder:	<ul style="list-style-type: none"> - Annex-2: Quotation Form: needs to be duly completed and submitted sealed. In addition to an Excel file including breakdown cost of the kit's component or any other costs. - Annex-3: Bidder Identification Form: The Bidder shall fill in, sign and stamp then submit it along with all supporting documents. - Technical Offer: The Bidder shall submit his/her detailed technical offer along with all supporting documents. - Samples: Only the top three bidders will be requested to submit corresponding free, unreturnable samples within 10 calendar day to UNFPA Syria
Annexes to this RFQ	<ul style="list-style-type: none"> - Annex-1: Technical Specification - Annex-2: Quotation Form: needs to be duly completed and submitted as the financial offer - Annex-3: Bidder Identification Form - Annex-4: UNFPA General Conditions.



Annex-2: Quotation Form

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 (1) months after the Closing date.*): _____

Price Schedule:

Item	Tech. Specs.	Quantity	Price/Kit	Sub-Total Price	Delivery (week)
1	Female Dignity Kit				
2	Pregnant/Lactating Women Kit				
<i>Grand Total DAP Price</i>					

N.B. the bidder shall provide the breakdown of each kit’s component and any other costs

In your offer, please include:

1. Specific technical specifications of products offered and pictures
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