



Date: 17/01/2022

Request for Quotation No. UNFPA/SYR/RFQ/RH/01-2022/01

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **Classroom Desks** for DoH Midwifery school in Deir ez-Zor as per the technical specification in Annex I

If you are interested in submitting a quotation, kindly fill in the attached Quotation Form (Annex II) and submit by email to: bidsyria@unfpa.org . The deadline for the submission of the offers is **Wednesday, 26th of January, 2022 at 12.00 PM (Damascus time)**. Offers received after the deadline, or at another email address than the (bidsyria@unfpa.org) will be automatically **disqualified**. The quotation shall be valid at least for 90 days after the closing date.

Please submit your quotation in USD or 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 deadline date.

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

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 Location	Deir ez-Zor, DoH Midwifery School
Currency of Quotation	USD/SYP
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English and/or Arabic
Documents to be submitted	- Valid Commercial Registration

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	<ul style="list-style-type: none"> - Technical offer and compliance sheet – Annex I including photos if available - Quotation Form - Annex II - Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List
Period of Validity of Quotes starting the Submission Date	90 days
Partial Quotes	Permitted, preferences will be given to the supplier who offered the full quantity within the delivery period
Partial Delivery	NOT Permitted
Contact Person for Inquiries (Written inquiries only)	<p>Miray Abou Assaleh (abuassaleh@unfpa.org) with copy to abu-hawilih@unfpa.org</p> <p>Tel. No. +963-6121659/+963-6113764</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 bidders</p>
Payment Terms	<p>100% upon complete delivery of goods</p> <p>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)</p> <p>International companies will be paid in USD or PO currency.</p> <p>N.B:</p> <ul style="list-style-type: none"> • Local company is the company legally registered in Syria Arab Republic regardless of the owner(s) nationalities'(s) • International company is the company legally registered out of Syrian Arab Republic regardless of the owner(s) nationalities'(s).
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. - Shortest lead time, earliest dispatch date.
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">- Technical Specifications and Compliance sheet – Annex I- Quotation Form (Annex II) Annex I and II needs to be duly completed and submitted in order to qualify for the procurement process.

Best Regards,

Wesam Naser
Operations Manager
W. Naser
17/11/2022