

Date: 20/05/2021

**Request for Quotation No. UNFPA/SYR/RFQ/GBV/05-2021/16**

Dear Sir/Madam,

We hereby solicit your quotation for the Printing of **Labeling Sheets** for UNFPA Office in Damascus as per the following details:

#	Item	Quantity	Specifications
1	Winterized Protection Dignity Kit Labeling Sheet - as per the attached design	16,380	<ul style="list-style-type: none"> <li>- Design: As per attached design</li> <li>- Paper size: A4</li> <li>- Paper Type: sticker laminated with sulfone</li> <li>- Grammage: 150gr</li> </ul>
2	Female Dignity Kit Labeling Sheet - as per the attached design	13,410	
3	Pregnant and Lactating Women Kit Labeling Sheet - as per the attached design	2170	
4	Adolescent Dignity Kit Labeling Sheet - as per the attached design	5000	
5	Male Dignity Kit Labeling Sheet - as per the attached design	9050	

**Please note that quantities are tentative and can be changed later.**

The goods are to be delivered maximum in (21) days upon issuing of PO. 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 : [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org) .

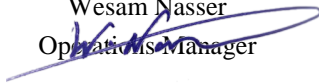
Please submit your quotation in USD or SYP currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Your earliest response to this query would be highly appreciated, but not later than **27/05/2021, 12.00PM (Damascus time)**. 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**

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

Best regards,

Wesam Nasser  
Operations Manager



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

Delivery Terms [INCOTERMS 2010]	DAP
Customs clearance, if needed, shall be done by:	Awarded supplier
Delivery Location	UNFPA Office- Damascus
Currency of Quotation	<b>USD/SYP</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>Samples are mandatory and shall be submitted to the UNFPA office – Damascus not later than 27 May 2021 COB</b></li> <li>- Commercial license \ trade registration</li> <li>- Proof of previous experience for similar contracts</li> </ul>
Period of Validity of Quotes starting the Submission Date	90 days
Contact Person for Inquiries (Written inquiries only)	<p>Aos Zeidan (<a href="mailto:zeidan@unfpa.org">zeidan@unfpa.org</a>) 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>
Partial Quotes	Permitted (suppliers can submit an offer for one or more than one item. Partial quantities within the item is not permitted).
Partial Delivery	Not Permitted
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>- Acceptance of the UNFPA General Terms and Conditions which can be found on this webpage at: <a href="http://www.unfpa.org/resources/unfpa-general-conditions-contract">http://www.unfpa.org/resources/unfpa-general-conditions-contract</a>. (Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process)</li> <li>- Shortest /maximum lead time upon releasing Purchase Order</li> <li>- Quantities are <b>tentative</b> and can be changed later.</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 based on full compliance with RFQ requirements.

	<ul style="list-style-type: none"> <li>• Payments to International companies will be in USD.</li> <li>• Payments to Local companies will be in SYP. UN Exchange rate at the invoice date will be used, if needed.</li> </ul>
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> <li>- Design of the items (Annex 3)</li> </ul>