



United Nations Population Fund
Website: www.unfpa.org

Date: 25 October, 2023

Request for Quotation No. UNFPA/SYR/RFQ/Gender/10-2023/15

Dear Sir/Madam,

We hereby solicit your quotation for the supply and delivery of the **Pharmaceuticals in Damascus**, listed in **details in the Annex-1: List of Requirement** enclosed herewith.

Please note that quantities are tentative and can be changed later. UNFPA does not warrant that any quantity will be purchased.

The quotation shall be valid at least for **(90) days** after the closing date.

If you are interested in submitting a quotation, kindly fill in the **Annex-1** and send it in soft excel sheet and dully signed Pdf. copy, back by email along with your technical offer to the below email address

bidsyria@unfpa.org.

Bids may also be submitted in sealed envelope format, and delivered by hand to UNFPA tender-box to the following address:

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

Please submit your quotation in **USD or SYP** currency. Conversion of currency into the UNFPA preferred currency (USD), 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 **Wednesday 01st of Nov. 2023, 12:00 PM (Damascus time)**. Offers received after the deadline or at any email address other than the one indicated above (bidsyria@unfpa.org) shall be automatically disqualified.

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

Best regards,

Samer Abu-Hawilih
Head of Supply Unit

DocuSigned by:
Samer Abu-Hawilih
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Please take note of the following requirements and conditions related to the supply of the said goods:

Delivery	<ul style="list-style-type: none"> - Delivery location: CPT Damascus (exact location shall be provided upon PO). - Delivery time: within 3-4 weeks upon PO - Delivered medicines should be in validity \geq 75% of the product's shelf-life at the delivery date.
Customs clearance (if needed) shall be done by:	The supplier
Currency of Quotation	<u>Bidders can submit their offer in either USD or SYP</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<p>For the technical evaluation:</p> <ol style="list-style-type: none"> 1. Valid Bidder's Business License; 2. Evidence that the manufacturer/product are approved / registered by Syria MOH 3. GMP certificate for Finished Pharmaceutical Product (FPP) manufacturer (where applicable). 4. Signed declaration that the product meets the locally approved specifications and is manufactured under cGMP. This will be requested only from the successful bidder at pre-award stage. 5. Annex 2-UNFPA Questionnaire for Pharmaceuticals completed and dully signed by the bidder. This will be requested only from the successful bidder at pre-award stage 6. Certificate of analysis for at least one recently released batch. This will be requested only from the successful bidder at pre-award stage. 7. Package insert if applicable and patient information leaflet (PIL). This will be requested only from the successful bidder at pre-award stage. 8. Proof that the bidder is authorized to distribute/sell medicines. 9. Picture/photo/sample of the finished pharmaceutical product and labelling, packing and packaging. 10. Consent letter and/or statement of "UNFPA General Terms and Conditions of Goods" available in below link: https://www.unfpa.org/resources/unfpa-general-conditions-contract
Period of Validity of Quotes	90 days
Contact Person for Inquiries (Written inquiries only)	<p>Iman Alrifai ialrifai@unfpa.org</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	Bidder is to quote at least 75% of items listed in Annex-1
Partial Delivery	Not Permitted per the line. The bidder shall provide a delivery schedule plan per item.
Payment Terms	<ul style="list-style-type: none"> - 100% upon complete delivery of goods - Payment will be released within 30 days after submitting the invoice. <ul style="list-style-type: none"> • 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>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 - Quantities are tentative and can be changed later.
UNFPA will award to:	UNFPA reserves the right to award the contract to one or more contractors for the sake of mitigating the 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"> • Annex 1: List of requirement need to be duly completed and submitted in soft and Pdf. copies. In order to qualify it for the procurement process. • Annex-2: FTP Questionnaire for Pharmaceuticals to be completed by only successful bidder on pre-award stage.