

Date: 08/02/2022

Request for Quotation No. UNFPA/SYR/RFQ/POS/02-2022/03

Dear Sir/Madame,

We hereby solicit your quotation for the Provision of **Inventory Spot-Checks for UNFPA's implementing partners:**

#	Item	Terms of Reference	Period of implementation
1	HACT Audit for UNFPA Implementing Partners (7 to 8 IPs)	As per Annex 1- ToR for HACT Audit	Final reports to be submitted to UNFPA latest by 25th April 2022

The final reports are to be submitted to UNFPA by maximum 25th of April, 2022. The quotation shall be valid at least for 90 days after the closing date.

If you are interested in submitting a quotation for the above mentioned services , kindly submit your technical and financial proposal as described in the following table send by email to the address: bidsyria@unfpa.org or via sealed envelopes at the tender box located at UNFPA office, , Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria

Please submit your financial proposal 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 **13/02/2022, 12.00PM (Damascus time)**. Offers received after the deadline or at another email address than the one indicated in the above (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 Naser
Operations Manager

8.2.2022

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

Location	<ul style="list-style-type: none"> - Three (3) IPs in Damascus - Two (2) IPs in Aleppo - One (1) IP in Hama - Two (2) IPs in Qamishli
Currency of Quotation	<p>USD or SYP currency.</p> <p>Conversion of currency into the UNFPA preferred currency shall be based only on UN Operational Exchange Rate on date of the deadline</p>
Contact Person for Inquiries (Written inquiries only)	<p>Aos Zeidan (zeidan@unfpa.org) Tel. No. +963-6121659/+963-6113764</p> <p><u>Note: Do not submit your bid/proposal to the contact person's email address!</u></p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<p>1- Technical Offer- To include:</p> <ul style="list-style-type: none"> a) Company Profile: including but not limited to: i) Business License of the company. ii) Org. Chart of the key people involved in the project. iii) Proof of work with other UN agencies (if applicable). v) Copy of National ID and/or Passport of the Partners and Chairman. b) Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List c) Technical Proposal including: Work Statement and methodology, a detailed Work Plan to out-line all the required activities in the endorsed ToRs. <p>2- Financial Offer – To Include:</p> <ul style="list-style-type: none"> a) Completed, signed and stamped Annex 2- Quotation Form.

Minimum qualifications	<ul style="list-style-type: none"> • Be a reputable company, with demonstrated expertise and experience in the provision of quality internal or external audit services, or of supply-chain management advisory and consulting services. • Be able to engage a knowledgeable team, with the adequate professional qualifications and expertise in internal or external auditing or supply-chain management advisory and consulting services. • Demonstrate experience delivering similar services to UNFPA, other United Nations organizations or development agencies.
Period of Validity of Quotes starting the Submission Date	90 days
Partial Quotes	<u>Permitted per Location</u>
Partial Delivery	<u>NOT Permitted</u>
Payment Terms	100% upon satisfactory completion of the required services as detailed in the TOR
Evaluation Criteria	<ul style="list-style-type: none"> - Technical responsiveness/Full compliance to requirements and lowest price - Number of years of experience in the related field - number of similar services delivered to UNFPA, other United Nations organizations or development agencies - Full acceptance of the UNFPA General Terms and Conditions which 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. - Lead Time maximum: refer to period of implementation above
UNFPA will award to:	One supplier, however, UNFPA reserves the rights to award the contract for more than one suppliers
Type of Contract to be Signed	Purchase Order
Conditions for Release of Payment	<p>Written Acceptance of service based on timely submission of full report of verification and reconciliation.</p> <ul style="list-style-type: none"> • Payments to International companies will be in USD. Payments to Local companies will be in SYP. UN Exchange rate at the invoice date will be used, if needed..
Annexes to this RFQ	<ul style="list-style-type: none"> - ToR for Inventory Spot-checks (Annex 1) - Quotation Form (Annex 2) - UNFPA General Conditions (Annex 3)