



United Nations Population Fund,  
UNFPA  
Bldg 10, Fatmeh Idriss Lane Al-  
Ghazzawi St.| West Villas, Mezzeh,  
Damascus, P.O. Box  
Website: [www.unfpa.org](http://www.unfpa.org)

**Date:** 02/03/2021

**Request for Quotation No. UNFPA/SYR/RFQ/RH/03-2021/10**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the Surgical Masks for Ministry of Health and Ministry of Higher Education in **Damascus, Syria**:

S. No.	Item	specification	Unity of Measure	Quantity
1	Surgical Masks	non-sterile, 2/4 disp., ear loop, 3 ply, pack-50 3-ply face mask with at least 95% filtration efficiency, aluminum nose bar along absorbing band.  If orang color is available please indicate that in your offer.	Box of 50	24000

The quotation shall be valid at least for **Three MONTH** after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Annex-1 Quotation Form and send by email to the secure address: [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org) The deadline for the submission of the offers is **Sunday 7th of March, 2021 at 12.00 PM** (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.

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 **07/03/2021, 12.00 PM (Damascus time)**



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

Name of Contact Person in UNFPA: AOs Zeidan ([zeidan@unfpa.org](mailto:zeidan@unfpa.org))

Tel. No. +963-6121659/+963-6113764

Bids to be submitted at: [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org)

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 above mentioned goods:

Delivery Terms [INCOTERMS 2010]	DDP
Customs clearance, if needed, shall be done by:	Supplier
Delivery Location	MOH Warehouse -Damascus, Syria/ UNFPA office
Currency of Quotation	Syrian bidders who do not have a registered foreign bank account <b>must quote in SYP</b> taking into account the currency fluctuations.  International bidder who have a registered foreign bank account <b>can quote and paid in USD.</b>
Insurance	<b><u>Cargo insurance is covered by UNFPA. Please do not include insurance costs in the quotation</u></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><u>Samples are mandatory with the brand name.</u></b> Samples should be send to the address indicated in the above.</li> <li>- <b><u>COA (certificate of analysis if available</u></b></li> <li>- <b><u>Certificate of Origin (CoO).</u></b></li> <li>- <b><u>MoH License</u></b></li> <li>- <b><u>Full specification</u></b></li> <li>- <b><u>FDA Certificate if available</u></b></li> <li>- <b><u>ISO certificate if available</u></b></li> </ul>

Period of Validity of Quotes starting the Submission Date	90 Days
Partial Quotes	<b><u>NOT Permitted</u></b>
Partial Delivery	<b><u>NOT Permitted</u></b>
Payment Terms	100% upon complete delivery of goods <ul style="list-style-type: none"> <li>• <b><u>Payments in USD will only be applicable to companies with a registered foreign bank account.</u></b></li> <li>• <b><u>Payments to Syrian companies will only be processed in SYP at the price offered in the quotation.</u></b></li> </ul>
Evaluation Criteria	<ul style="list-style-type: none"> <li>- Technical responsiveness/Full compliance to requirements, best quality and lowest price</li> <li>- Full acceptance of the UNFPA General Terms and Conditions</li> <li>- <b><u>Shortest Lead Time upon releasing Purchase Order</u></b></li> <li>- Quantities are tentative and can be <b>changed</b> 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 of beneficiary based on full compliance with RFQ requirements.
Annexes to this RFQ	<ul style="list-style-type: none"> <li>- Quotation Form (Annex 1) Annex 1 needs to be duly completed and submitted in order to qualify for the procurement process.</li> <li>- UNFPA General Conditions ( Annex 2 )</li> </ul>