



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

Date: 29/06/2020

Request for Quotation No. UNFPA/SYR/RFQ/RH/06-2020/33

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the Medicines named below UNFPA Syria. The delivery is **Damascus, Syria:**

S. No.	Item	Unity of Measure	Quantity
1	Oxytocin (IV/IM)	Ampoule	170,000

The quotation shall be valid at least for **30 days** after the closing date – the quantities are tentative and UNFPA reserves the right to amend prior to award. If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the secure address: bidsyria@unfpa.org, or via sealed envelopes at the tender box located at our office, **UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria.**

The deadline for the submission of the offers is **Wednesday, 5th of July 2020 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) will be automatically disqualified.

Please submit your quotation in SYP currency. Your earliest response to this query would be highly appreciated, but not later than **5th of July 2020 at 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: Maisa AL Arab (alarab@unfpa.org)

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

Bids to be submitted at: 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.

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

Delivery Terms [INCOTERMS 2010]	CPT
Customs clearance, if needed, shall be done by:	Not applicable.
Delivery Location	MOH WH in Damascus, Syria
Currency of Quotation	<p>Syrian bidders can quote in USD and <u>will be paid in SYP at UN official exchange rate in the payment date.</u></p> <p>International bidder who have a registered foreign bank account <u>can quote and paid in USD.</u></p>
Insurance	<u>Supplier is responsible for the insurance of the goods to the place of delivery.</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<p>Technical Offer:</p> <ul style="list-style-type: none"> - detailed technical specification, the time line of the delivery of the requested goods, expiry date of each item with the attention that it should not be less than 70% of the shelf life. In addition to, the storage condition, the country of origin. - GMP Good Manufacturing practices: all goods offered shall have a valid certificate or equivalent from official health authorization, products list for manufacturers (if applicable). <p>For Syrian suppliers/manufacturers/wholesalers UNFPA is requesting the quotations to be submitted under <u>MoH Drugstores license and</u> MoH registration letter/report for each item (copy of license needs to be included in the bid).</p> <p>For International suppliers/manufacturers/wholesalers UNFPA is requesting the submitted items to be <u>WHO</u> Prequalified.</p> <ul style="list-style-type: none"> - <u>Samples or pictures for the samples and their CMI are mandatory</u> for each item. Samples should be send to the address indicated in the above. - Undertake that supplier will provide us with "Certificate of analysis" for each product by batches. - Certificate of Origin (CoO). - Storage Conditions: Particular storage conditions (temperature, pressure, humidity, if needed etc.),

	<p>Packing and packaging details shall be clearly stated in the Technical Offer.</p> <p>Changes from Specification: Wherever items offered are not in compliance with minimum specifications indicated by UNFPA, or wherever alternatives are offered, it is the Bidders responsibility to provide the Bid fully descriptive specification and documentation of such items. In such instances the item or items must be clearly marked as an alternate and not being in compliance with specification.</p> <p>Special Conditions: Product name, country of origin, contents and specifications of each item shall be clearly marked on each item. Language of such information shall be English and/or Arabic.</p>
Period of Validity of Quotes starting the Submission Date	30 days
Partial Quotes	<u>NOT Permitted</u>
Partial Delivery	<u>NOT Permitted – Awarded quantities shall be delivered within 30 days after the PO acknowledgement.</u>
Payment Terms	100% upon complete successful delivery of goods
Evaluation Criteria	<ul style="list-style-type: none"> - Lowest price technically compliant with consideration to the delivery time. - Full acceptance of the UNFPA General Terms and Conditions - Shortest Lead Time, lead time maximum of (30) days upon releasing Purchase Order. Quantities are tentative and can be changed later.
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"> - Quotation Form (Annex 1) Annex 1 needs to be duly completed and submitted in order to qualify for the procurement process. - UNFPA General Conditions (Annex 2)