



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: 12/08/2021

Request for Quotation No. UNFPA/SYR/RFQ/RH/08-2021/20

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **Mobile Ultrasound** for Ministry of Health in Damascus for the following items as per the technical specifications detailed in Annex 2 of this RFQ:

| # | Item | Specification | Unit of Measure | Quantity |
|---|--|--|-----------------|----------|
| 1 | Mobile Ultrasound | Attached in Annex- 2 Technical Specifications | EA | 20 |
| 2 | Installation, on hand training and operation | – | EA | 20 |

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

The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.

If you are interested in submitting a quotation, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes (if hard copy) to the below indicated address, or in separate emails (if electronically), to the below indicated secure email. Financial bid must be protected by a password, which will be requested only from technical successful bidders.

Secure Email: bidsyria@unfpa.org

UNFPA Address: **UNFPA Syria office**

Bldg. No. 10, Fatmeh Idriss Lane

Al Ghazzawi St.

West Villas, Mezzeh, Damascus- Syria

Quotations submitted by email must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

If you are submitting your quotation by email, kindly ensure that it is signed and in the .pdf format, and free from any virus or corrupted files.

The goods are to be delivered maximum in (90) days upon issuing of PO. The quotation shall be valid at least for (90) days after the closing date. **A bid validity for a shorter period may be rejected by UNFPA.**



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Please submit your quotation in **USD (preferable) or SYP**. Conversion of currency into the USD for financial evaluation, shall be based only on UN Operational Exchange Rate prevailing at the submission deadline.

Your earliest response to this query would be highly appreciated, but not later than **29/08/2021, 12.00PM (Damascus time)**. Offers received after the deadline or at another email address than the one indicated in the above (bidsyria@unfpa.org) will be automatically **disqualified**

Full acceptance of the UNFPA General Terms and Conditions is mandatory. They are attached as Annex 5 and 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>.

Best regards,


Wesam Nasser
Operations Manager





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

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| Delivery Terms [INCOTERMS 2010] | DAP- Damascus |
| Customs clearance, if needed, shall be done by: | Awarded supplier. UNFPA will be only responsible to provide a custom exemption, if requested. |
| Delivery Location | Central Warehouse , Ministry of Health, Damascus - Syria |
| Currency of Quotation | <u>For International Suppliers: USD</u> <u>Local suppliers 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 | <ul style="list-style-type: none">- Valid Commercial Registration- Free Sale Certificate: All goods offered under this RFQ shall have a current free sale certificate or equivalent from the health or regulatory authority of the country of origin (ex. Manufacturer's Authorization, Export permission, Customs Declaration...etc.) where applicable.- Proof of valid MOH Registration for the Manufacturer and device.- Proof of after sales services by a local representative company- Certification and regulatory requirements: Bidder must submit applicable certification for the offered device (i.e. RoHS, CE/FDA, ISO 13485:2016, ISO 14971, IEC 60601 series, etc)- Datasheet, Catalogues, User guides, and Warranty Requirements, along with pictures/brochure for the products- Country of Origin: The country of origin for the devices shall be clearly stated in the Technical Offer- Warranty Requirements: The warranty of the submitted devices shall be valid at least for the period as mentioned in the technical |



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| | <p>specifications from the date of delivery.</p> <ul style="list-style-type: none">- Special Conditions: Brand name, country of origin, year of manufactural of the equipment, contents and specifications of offered devices shall be clearly mentioned in the technical offer. Language of such information shall be English. (Please refer to Annex 3- Special Terms and Conditions) |
| Period of Validity of Quotes starting the Submission Date | 90 days |
| Contact Person for Inquiries (Written inquiries only) | <p>Aos Zeidan (zeidan@unfpa.org) 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> <p><u>The above is the only official email to receive clarification. UNFPA is not obliged to answer to any clarifications received by other emails</u></p> |
| Confirmation of bid receipt | <p>Suppliers will receive a confirmation of bid receipt by latest 31/08/2021. Suppliers who submitted an offer by the deadline and not received UNFPA confirmation, are kindly requested to notify UNFPA at the email zeidan@unfpa.org with proof of submitting by the deadline by latest 02/09/2021.</p> |
| Partial Quotes | Not Permitted |
| Partial Delivery | NOT Permitted. Awarded quantities shall be delivered with a maximum of 90 days after PO receipt |
| Payment Terms | <ul style="list-style-type: none">- 80% upon completion of delivery and acceptance of devices- 20% upon complete installation, on-hand training and operations of devices<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) |



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| | <ul style="list-style-type: none"> - International company is the company legally registered out of Syrian Arab Republic regardless of the owner(s) nationalities'(s) |
| Liquidated Damage | <p>Will be imposed as follows:</p> <ul style="list-style-type: none"> - Percentage of contract total per week of delay: 2% - Maximum number of weeks of delay five (5) weeks, after which UNFPA may terminate the contract without any liability against UNFPA |
| 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 - Lead Time maximum of (90) days upon releasing Purchase Order - Quantities are tentative and can be changed later. - UNFPA reserves the right not to award the contract to lowest price |
| 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 | Written Acceptance of Goods by beneficiary (MoH) based on full compliance with RFQ requirements. |
| Documents to be filled by the bidder: | <ul style="list-style-type: none"> - Quotation Form (Annex- 1): Annex 1 needs to be duly completed and submitted sealed or protected by password as the financial offer separately from the technical offer. - Technical Specifications and Compliance sheet (Annex-2) - Special Terms and Conditions and compliance sheet (Annex- 3) - Questionnaire (Annex- 4) |



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| Annexes to this RFQ | <ul style="list-style-type: none">- Quotation Form (Annex- 1): Annex 1 needs to be duly completed and submitted as the financial offer separately from the technical offer, in order to qualify for the procurement process.- Technical Specifications and Compliance sheet (Annex-2)- Special Terms and Conditions and compliance sheet (Annex- 3)- Questionnaire (Annex- 4)- UNFPA General Conditions (Annex- 5) |
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Best regards,