

Date: 24/11/2020

**Request for Quotation No. UNFPA/SYR/RFQ/RH/11-2020/52**

Dear Sir/Madam,

We hereby solicit your quotation for **the Provision of Printings Materials to Ministry of Health in Damascus, in response to the Annex-1: Printings Tech. Specs., Annex-2: Item Designs and the Annex-3 Special Specs. for Breast Cancer Printings.**

If you are interested in submitting your quotation for these items, kindly fill in the **Annex 1- Quotation Form** sign and stamp then send it back along with other documents-listed in the “Remark Section” here below, along with sample per each item. Samples are mandatory and part of the technical evaluation.

Failure to submit complete bid may result in **disqualification.**

Please send your complete bid for all items (partial bids are not accepted) by email to the secure address: [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org), or via sealed envelope to the tender box located at our office:

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

No later than **Sunday 29th of Nov. 2020 at 14:30PM (Damascus Time)**. Offers received after the deadline, or at another email address other than the one indicated in the above will be automatically **DISQUALIFIED.**

Your earliest response to this query would be highly appreciated, but no later than the deadline stated above.

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:

Ms. Iman Alrifai ([ialrifai@unfpa.org](mailto:ialrifai@unfpa.org))

Tel. No. +963-011-6121659/+963-011-6113764

**Remark:**

**No bid to be submitted to any email address other than the secure email [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.

**Terms and Conditions:**

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

Delivery Terms [INCOTERMS 2020]	CPT
Customs clearance, if needed, shall be done by:	N/A
Delivery Location	UNFPA Office in Damascus
Currency of Quotation	<b>USD/SYP or any other preferable currency</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted in One Envelope Bid:	<ul style="list-style-type: none"> <li>- <b>Technical Offer:</b> Stating the detailed technical specification, delivery time of the requested goods and services, sample and picture of each requested item. Including the supplier business legalized documents and license to conduct such services.</li> <li>- <b>Changes from Specification:</b> 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.</li> <li>- <b>Country of Origin:</b> The country of origin for each product shall be clearly stated in the Technical Offer and Packing and packaging Information</li> <li>- <b>Warranty Requirements:</b> Bidder must submit Product Warranty Certificate valid at least for One Year from the date of Purchase Order at the time of delivery.</li> <li>- <b>Storage Conditions:</b> Particular storage conditions (temperature, pressure, humidity, etc.) shall be clearly stated in the Technical Offer.</li> <li>- <b>Special Conditions (if any):</b> Brand 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.</li> </ul>
Period of Validity of Quotes as of	(30) days

the Submission Date	
Partial Quotes	<b>NOT Permitted (Partial Offer may result in Bid Disqualification)</b>
Partial Delivery of the quantity per each item	<b>NOT Permitted (Partial Offer may result in Bid Disqualification)</b>
Currency of Quotations	USD or SYP currency or any other preferable currency. The conversion of the 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.
Payment Terms	<b>100%</b> in (30) day upon the successful delivery and submission of the qualified payment documents.
Currency of Payment	<ol style="list-style-type: none"> <li><b>1. Payment in USD will only be applicable to International supplier to their international bank account.</b></li> <li><b>2. Payment to local suppliers will only be made in SYP to their local bank accounts per the UN Operational Exchange rate at the date of the transaction.</b></li> </ol>
Evaluation Criteria	<ul style="list-style-type: none"> <li>- Technical responsiveness/Full compliance to requirements with consideration to the shortest lead time and the lowest total price</li> <li>- Full acceptance of the UNFPA General Terms and Conditions</li> <li>- Maxi accepted lead time is (30) days upon Purchase Order</li> <li>- Quantities are tentative and can be <b>CHANGED</b> later by %20±.</li> </ul>
UNFPA will award to:	One supplier.
Type of Contract to be Signed	Purchase Order
Conditions to Release the Payment	<ul style="list-style-type: none"> <li>- Dully signed Acceptance of goods and services to the beneficiary based on full compliance with RFQ requirements, the submitted Offer and PO conditions.</li> <li>- Qualified signed and stamped Invoice matching the PO terms and conditions and in-line with the successful delivery.</li> </ul>
Annexes to this RFQ	<ul style="list-style-type: none"> <li>- Annex 1- Quotation Form</li> </ul> <p>Annex 1 need to be completed, duly signed and submitted along with the bid. Otherwise the bid will be automatically disqualified.</p> <ul style="list-style-type: none"> <li>- Annex 2 - UNFPA General Conditions</li> </ul>

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