

Date: 14/12/2022

**Request for Quotation No. UNFPA/SYR/RFQ/RH/12-2022/29**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **Multivitamins for Pregnant and Lactating Women** as per below table:

#	Item	Unit of Measure	Quantity
1	<b>Multivitamins for Pregnant and Lactating Women</b>	Pack of 30	29,000 Pack

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

The goods are to be delivered maximum in (20) days upon issuing of PO. The quotation shall be valid at least 90 days after the closing date.

If you are interested in submitting a quotation, kindly fill in the attached Quotation Form and send by email along with the technical offer to : [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org). Bids may also be submitted by hand to the following address:


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

Please submit your quotation in **USD or SYP** currency. Conversion of currency into the UNFPA preferred currency (USD), 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 **20/12/2022, 12.00PM (Damascus time)**. Offers received after the deadline or at another email address than the one indicated in the above ([bidsyria@unfpa.org](mailto: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,



Sameer Abu-Hawilih  
Head of Supply Unit

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

Delivery	<ul style="list-style-type: none"> <li>- Damascus, Syria (Exact location within Damascus will be provided to the successful bidder)</li> <li>- Delivered medicines should have a minimum of <b>75%</b> of shelf-life upon receipt;</li> <li>- Delivery time of the items shall be delivered within (20) days maximum</li> </ul>
Customs clearance, if needed, shall be done by:	Awarded supplier.
Currency of Quotation	USD  Local suppliers can submit their offer in either USD or SYP
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	For Technical evaluation: <ul style="list-style-type: none"> <li>- Questionnaire for Pharmaceuticals (<b>Annex 3</b>)</li> <li>- Valid commercial registration or registered drugstore license;</li> <li>- MOH Registration for each submitted item, regardless if is manufactured locally or imported;</li> <li>- The manufacturer and the trade name for each item/medicine with full info on the ingredients</li> <li>- Picture/photo of the finished pharmaceutical product and labelling</li> <li>- Packaging details</li> </ul> Pre-awarding the contract: <ul style="list-style-type: none"> <li>- Certificate of Origin (CoO).</li> <li>- Certificate of analysis for each product by batches</li> <li>- Storage Conditions: Particular storage conditions (temperature, pressure, humidity, if needed, etc.).</li> </ul>
Period of Validity of Quotes starting the Submission Date	90 days
Contact Person for Inquiries (Written inquiries only)	Aos Zeidan (zeidan@unfpa.org) Tel. No. +963-6121659/+963-6113764 Mobile: +963- 930002292  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
Partial Quotes	NOT Permitted
Partial Delivery	NOT Permitted
Payment Terms	100% upon complete delivery of goods <ul style="list-style-type: none"> <li>• Local companies will be paid in local currency (SYP) at the offered price (if offered in SYP) or at the UN</li> </ul>

	<p>Exchange rate at the invoice date (if offered in USD)</p> <ul style="list-style-type: none"> <li>• International companies will be paid in USD or PO currency.</li> </ul> <p>N.B:</p> <ul style="list-style-type: none"> <li>- Local company is the company legally registered in the Syrian Arab Republic regardless of the owner(s) nationalities'(s)</li> <li>- International company is the company legally registered out of Syrian Arab Republic regardless of the owner(s) nationalities'(s)</li> </ul>
Liquidated Damage	<p>Will be imposed as follows:</p> <ul style="list-style-type: none"> <li>- Percentage of contract total per calendar day of delay: 1%</li> <li>- Maximum number of calendar days of delay 10 calendar days, after which UNFPA may terminate the contract without any liability against UNFPA</li> </ul>
Evaluation Criteria	<ul style="list-style-type: none"> <li>- Technical responsiveness/Full compliance to requirements and lowest price</li> <li>- Full acceptance of the UNFPA General Terms and Conditions</li> <li>- Shortest lead time maximum upon releasing Purchase Order</li> <li>- Quantities are tentative and may be changed later.</li> </ul>
UNFPA will award to:	One or more suppliers (UNFPA reserves the rights to change the quantities and split contract award)
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)</li> </ul> <p>Annex 1 need to be duly completed and submitted in order to qualify for the procurement process.</p> <ul style="list-style-type: none"> <li>- UNFPA General Conditions (Annex 2)</li> <li>- Questionnaire for Pharmaceuticals (Annex 3) ( to be completed prior awarding the contract)</li> </ul>