



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: 16/11/2020

Request for Quotation No. UNFPA-SYR-RFQ-GBV-11-2020-51

Dear Sir/Madam,

We hereby solicit your quotation for the supply of the Items below For **Aleppo University in Aleppo, Syria:**

S. No.	Item	Description	Unity of Measure	Quantity
1	Note book A5	Cover 4 color 300 gsm art matt double face with two logo (UNFPA and Aleppo university logo, design will be provided to the winner supplier) <ul style="list-style-type: none">• Inside pages: 4 colors 70 gsm wood free• Pages: 100 pages printing 2 sides• Glue binding horizontal• Size: A5	Each	8300
2	Blue pen	Dry ink, ink color Blue , Body Color silver white, Black or orang, Body Material Plastic , With UNFPA logo one color Retractable (top button) Tip Size 0.7 mm	Each	8300

The quotation shall be valid at least for 30 days after the closing date.

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 **Sunday, 22st of November 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.



Your earliest response to this query would be highly appreciated, but not later than **22st of Nov 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.

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:	Awarded supplier
Delivery Location	Aleppo University , Aleppo , Syria
Currency of Quotation	Syrian bidders who do not have a registered foreign bank account <u>must quote in SYP</u> taking into account the currency fluctuations. International bidder who have a registered foreign bank account <u>can quote and paid in USD.</u>
Insurance	<u>Cargo insurance is covered by UNFPA. Please do not include insurance costs in the quotation</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"> - Full specification - Brand name for pen - <u>Samples are Mandatory</u> should be presented to UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria
Period of Validity of Quotes starting the Submission Date	30 days
Partial Quotes	allowed
Partial Delivery	<u>Permitted</u>
Payment Terms	100% upon complete delivery of goods <ul style="list-style-type: none"> • <u>Payments to Syrian companies will only be processed in SYP at the price offered in the quotation.</u>

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 - Shortest Lead Time 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)