



United Nations Population Fund,  
UNFPA Jordan  
Website: [www.unfpa.org](http://www.unfpa.org)

Date: 14/05/2023

**Request for Quotation No. UNFPA-SYR-RFQ-05-2023-5**

Dear Sir/Madam,

We hereby solicit your quotation for the transportation and customs clearance of 10 containers at Lattakia port as per the details in Annex 1.

The quotation shall be valid at least 30 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** 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 **16 May 2023, 12.00PM (Syria 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)) shall be automatically disqualified.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

DocuSigned by:  
*Samer Abu-Hawilih*  
2AEDCC326DC74BC14-May-2023

Samer Abu-Hawilih  
Head of Supply Unit



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

<b>Delivery</b>	Please see Annex 1 for delivery locations
<b>Currency of Quotation</b>	<u>Local suppliers can submit their offer in either USD or SYR Pound.</u>
<b>All documentations, including catalogs, instructions and operating manuals, shall be in this language</b>	English
<b>Documents to be submitted</b>	<ul style="list-style-type: none"> <li>• Annex 1</li> <li>• Signed General terms and conditions for service</li> </ul>
<b>Period of Validity of Quotes</b>	30 days
<b>Contact Person for Inquiries (Written inquiries only)</b>	<p>Satish Pandey spandey@unfpa.org</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>
<b>Partial Quotes</b>	Not Permitted
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li>- 100% upon complete delivery of service</li> <li>- Payment will be released within 30 days after submitting the invoice <ul style="list-style-type: none"> <li>• Local Company: in SYP at the UN Exchange rate at the date of the invoice.</li> <li>• International Company: in USD</li> <li>•</li> </ul> </li> </ul> <p>Please Note:</p> <ul style="list-style-type: none"> <li>- Local company is the company legally registered in Syria regardless of the owner(s) nationalities'(s)</li> <li>- International company is the company legally registered out of Syria regardless of the owner(s) nationalities'(s)</li> </ul>



Evaluation Criteria	<ul style="list-style-type: none"> <li>- Lowest priced offer.</li> <li>- Full acceptance of the UNFPA General Terms and Conditions</li> <li>- Quantities are tentative and can be <b>changed</b> later.</li> </ul>
UNFPA will award to:	Only one supplier
Type of Contract to be Signed	Purchase Order
Conditions for Release of Payment	Written Acceptance of Services based on full compliance with RFQ requirements.
Annexes to this RFQ	<ul style="list-style-type: none"> <li>• Annex 1 need to be duly completed and submitted in order to qualify for the procurement process.</li> <li>• UNFPA General Conditions (Annex 2)</li> </ul>



## Annex 1

## Quotation Form

Name of Bidder: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

Request for Quotation No: **UNFPA-SYR-RFQ-05-2023-5**

Currency of Bid price: \_\_\_\_\_

Delivery time (days from receipt of order till dispatch): \_\_\_\_\_

Expiration of Validity of Quotation (The quotation shall be valid for a period of at least 30 days after the Closing date.): \_\_\_\_\_

### Price Schedule:

S. No.	Description	Number of Trucks Offered	Unit Cost in USD	Total Cost in USD
1	Transportation of four (4) 40' HC containers from Lattakia Port to Homs			
2	Transportation of one (1) 20' container from Lattakia Port to Homs			
3	Transportation of three (3) 40' HC container from Lattakia Port to Kisweh			
4	Transportation of two (2) 40' HC container from Lattakia Port to Aleppo			
5	Clearance charges at Lattakia Port <u>including</u> all the governmental fees.	Lumpsum		
<b>TOTAL</b>				

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

*Vendor's Comments:*

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (<http://www.unfpa.org/resources/unfpa-general-conditions-contract>) and we will abide by this quotation until it expires.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Date and Place