



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

**Date:** 28 May 2023

**Request for Quotation No. UNFPA-SYR-RFQ-05-2023-6**

Dear Sir/Madam,

We hereby solicit your quotation for the **pharmaceuticals** for our operation in Syria as per the list of medicines in Annex -1.

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

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 **11 June 2023, 03.00PM (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*  
2AEDCC326DC74BC...  
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>	<ul style="list-style-type: none"> <li>- Delivery location: DAP Deir Ezzor (exact location shall be provided at the time of issuance of the PO).</li> <li>- Delivery time: within <b>4 weeks</b> of issuance of Purchase Order</li> <li>- Delivered medicines should have a minimum of <b>75%</b> of shelf-life upon receipt;</li> </ul>
<b>Customs clearance, if needed, shall be done by:</b>	Awarded supplier.
<b>Currency of Quotation</b>	<u>For International Suppliers: USD</u>  <u>Local suppliers can submit their offer in either USD or SYP</u>
<b>All documentations, including catalogs, instructions and operating manuals, shall be in this language</b>	English
<b>Documents to be submitted</b>	<p>For Technical evaluation:</p> <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 it 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> <p>Pre-awarding the contract:</p> <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>
<b>Period of Validity of Quotes</b>	90 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>	Permitted



<b>Partial Delivery</b>	Not Permitted
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li>- 100% upon complete delivery of goods</li> <li>- Payment will be released within 30 days after submitting the invoice.</li> </ul> <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 Exchange rate at the invoice date (if offered in USD)</li> <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 Syria 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>
<b>Liquidated Damage</b>	<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>
<b>Evaluation Criteria</b>	<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</li> <li>- Quantities are tentative and can be <b>changed</b> later.</li> </ul>
<b>UNFPA will award to:</b>	One or more supplier (UNFPA reserving the rights to split contract award for the sake of mitigating delivery risks.)
<b>Type of Contract to be Signed</b>	Purchase Order
<b>Conditions for Release of</b>	Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements.



Payment	
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><li>• Questionnaire for Pharmaceuticals (Annex 3-to be completed prior awarding the contract)</li></ul>