



Date: 12/12/2023

Request for Quotation No. UNFPA/SYR/RFQ/OPS/12-2023/16

Dear Sir/Madame,

We hereby solicit your quotation for the Provision of **Inventory Stock-counts and inventory balances reconciliation and validation services for UNFPA's warehouses**

#	Item	Comment	Period of implementation
1	Stock-counts and inventory balances reconciliation and validation services for UNFPA warehouses.	As per Annex 1-ToR for UNFPA Warehouse	<ul style="list-style-type: none"> ✚ Physical counts between 26 December 2023 and 6 January 2024 ✚ Reconciliation of stock count results to the inventory tracking system balances should be completed by 13 January 2024.

The quotation shall be valid at least for 90 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 **Monday, 18th of December, 2023 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**.

Please submit your quotation in USD or SYP currency. Conversion of 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.

Your earliest response to this query would be highly appreciated, but not later than **18/12/2023, 12.00PM (Damascus time)**



Name and Email address only for technical queries:

Maisa AL Arab : alarab@unfpa.org

Note: Do not submit your bid/proposal to the contact person's email address!

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>.

Best regards.

Samer Abu-Hawilih
Supply Chain Analyst

DocuSigned by:
Samer Abu Hawilih
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12-Dec-2023



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

Location	Rural Damascus- Qamishli – Aleppo – Homs
Currency of Quotation	USD or SYP currency. Conversion of currency into the UNFPA preferred currency shall be based only on UN Operational Exchange Rate.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<p>1- Technical Offer- To include:</p> <p>a) Company Profile: including but not limited to: i) Business License of the company. ii) Org. Chart of the key people involved in the project. iii) Proof of work with other UN agencies (if applicable). v) Copy of National ID and/or Passport of the Partners and Chairman.</p> <p>b) Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List</p> <p>c) Technical Proposal including: Work Statement and methodology, a detailed Work Plan to out-line all the required activities in the endorsed ToRs.</p> <p>2- Financial Offer – To Include:</p> <p>a) Completed, signed and stamped Annex 2- Quotation Form.</p>



Minimum Third-party services provider qualifications	<ul style="list-style-type: none"> • Be a reputable company, with demonstrated expertise and experience in the provision of quality internal or external audit services, or of supply-chain management advisory and consulting services. • Be able to engage a knowledgeable team, with the adequate professional qualifications and expertise in internal or external auditing or supply-chain management advisory and consulting services. • Demonstrate experience delivering similar services to UNFPA, other United Nations organizations or development agencies.
Period of Validity of Quotes starting the Submission Date	90 days
Partial Quotes	<u>NOT Permitted</u>
Partial Delivery	<u>NOT Permitted</u>
Payment Terms	<p>100% upon satisfactory completion of required services:</p> <ul style="list-style-type: none"> • 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) • International companies will be paid in USD or PO currency. <p>N.B:</p> <ul style="list-style-type: none"> - Local company is the company legally registered in the Syrian Arab Republic regardless of the owner(s) nationalities'(s) - International company is the company legally registered out of Syrian Arab Republic regardless of the owner(s) nationalities'(s)
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 - Lead Time maximum: refer to period of implementation above
UNFPA will award to:	One supplier
Type of Contract to be Signed	Purchase Order
Conditions for Release of	Written Acceptance of service based on timely



Payment	submission of full report of verification and reconciliation.
Annexes to this RFQ	<ul style="list-style-type: none">- ToR for UNFPA Warehouse (Annex- 1)- Quotation Form (Annex- 2)- UNFPA General Conditions (Annex- 3)- UNFPA Physical Inventory Count Instructions (Annex 4)- Inventory Count Sheet (Annex 5)