



United Nations Population Fund,  
UNFPA  
Bldg 10, Fatmeh Idriss Lane Al-  
Ghazzawi St. | West Villas, Mezzeh,  
Damascus, P.O. Box  
Website: [www.unfpa.org](http://www.unfpa.org)

**Date:** 13/04/2022

**Request for Quotation No. UNFPA-SYR-RFQ-RH-04-2022-10**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of Provision of **medical Devices for Hmemeh & Kahfsha in Rural Aleppo**

S. No.	Item	specification	Unit of Measure	Quantity
1	Electrocardiography ECG	As per Annex-2	Each	3
2	Colposcopy منظار عنق رحم	As per Annex-3	Each	2
3	Quadrant device Ear Eye Nose Throat _ high quality	Used for Ear, Nose & Throat (ENT) clinicians in the treatment of sinusitis	Each	4

**Warranty should be one year for all submitted equipment.**

The quotation shall be valid at least for **Three month** after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Annex-1 Quotation Form and send by email to the secure address: [bidsyria@unfpa.org](mailto:bidsyria@unfpa.org) The deadline for the submission of the offers is **Tuesday 19th of April, 2022 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](mailto:bidsyria@unfpa.org)) will be automatically disqualified.



Please submit your quotation in USD or SYP currency. The evaluation shall be based on USD. All prices will be converted to USD using the UN Operational Exchange Rate prevailing at the time of RFQ deadline.

Your earliest response to this query would be highly appreciated, but not later than **19th of April, 2022 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](mailto:alarab@unfpa.org))

Tel. No. +963-6121659/+963-6113764

Bids to be submitted at: [bidsyria@unfpa.org](mailto: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.

Best regards

Bobir Djuraev  
International Operations Manager

DocuSigned by:  
*Bobir Djuraev*  
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Please take note of the following requirements and conditions pertaining to the supply of the above mentioned goods:

Delivery Terms [INCOTERMS 2010]	DAP
Customs clearance, if needed, shall be done by:	Supplier
Delivery Location	<b>Hmemeh &amp; Kahfsha in Rural Aleppo-Syria</b>
Currency of Quotation	Syrian bidders who do not have a registered foreign bank account <b><u>can quote in USD/ SYP</u></b> taking into account the currency fluctuations, and the payment will be processed in SYP at the UN operational exchange rate at the payment date.  International bidder who have a registered foreign bank account <b><u>can quote and paid in USD.</u></b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Mandatory Documents to be submitted	<ul style="list-style-type: none"> <li>- <b><u>Annex 8 filled, stamped and signed</u></b></li> <li>- <b><u>Technical offer including but not limited to the following:</u></b></li> <li>- <b><u>Pictures /Original catalog/ Data sheet</u></b></li> <li>- <b><u>Full specification</u></b></li> <li>- <b><u>Country of origin</u></b></li> <li>- <b><u>Model Number</u></b></li> <li>- <b><u>Year of manufacturing</u></b></li> <li>- <b><u>Acceptance of UNFPA general terms and conditions</u></b></li> <li>- <b><u>Warranty certificate</u></b></li> <li>- <b><u>MOH (Ministry of Health) registration/License for Machine</u></b></li> </ul> <p><b><u>Bidder who is presented by locally authorized agent are preferred for item#2</u></b></p>
Period of Validity of Quotes starting the Submission Date	90 Days
Partial Quotes	<b><u>Permitted per item (supplier should submit offer fo the full quantity per line)</u></b>
Partial Delivery	<b><u>NOT Permitted</u></b>
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 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>
Evaluation Criteria	<ul style="list-style-type: none"> <li>- Technical responsiveness/Full compliance to requirements, best quality and lowest price</li> <li>- Full acceptance of the UNFPA General Terms and Conditions</li> <li>- <b>Shortest Lead Time upon releasing Purchase Order.</b></li> <li>- Quantities are tentative and can be <b>changed</b> later.</li> </ul>
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"> <li>- Quotation Form; need to be duly completed and submitted in order to qualify for the procurement process. (Annex 1)</li> <li>- Specification for Electrocardiography ECG (Annex 2)</li> <li>- Specification for Colposcopy (Annex 3)</li> <li>- Fast Track Procurement Questionnaire for Medical Devices (Annex 4)</li> <li>- UNFPA General Conditions</li> </ul>