United Nations Population Fund,
UNFPA Syria
Website: www.unfpa.org

Date: 09/08/2023

Request for Quotation No. UNFPA/SYR/RFQ/RH/07-2023/09-retender

Dear Sir/Madam,

We hereby solicit your quotation for the **Provision of mobile phones** (as detailed in below) :

Item	Description	Quantity	Remarks
Mobile phone	Samsung A34, 128GB 6GB RAM or equivalent	25	Registered in the Syrian network Quantities are tentative

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 before **15/08/2023 at 12:00 pm**

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 **15/08/2023 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) may be rejected

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

Best regards,

Samer Abu-Hawilih
Head of Supply Unit

DocuSigned by:

Samer Abu-Hawilih
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Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Location and Time	- Damascus, Syria (Exact location within Damascus will be provided to the successful bidder) - Delivery time of the items shall be delivered within (30) days maximum
Incoterms	DAP
Currency of Quotation	For International Suppliers: USD Local suppliers can submit their offer in either USD or SYP
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English or Arabic
Documents to be submitted	a. Completed and signed Quotation Form (Annex-1) b. Commercial registration c. Acceptance of general terms and condition. d. Brand and model number of the offered mobile. e. Country of Origin: The country of origin for each product shall be clearly stated in the Technical Offer and Packing Information f. Warranty Requirements: mobiles shall be covered by one-year warranty. Successful Bidder must submit Product Warranty Certificate valid at least for One Year from the date of Purchase Order at the time of delivery.
Period of Validity of Quotes	90 days
Contact Person for Inquiries (Written inquiries only)	Maisa AL Arab (alarab@unfpa.org) Tel. No. +963-930051099 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
Partial Quotes	Not Permitted
Payment Terms	100% within one month after service completion

Liquidated Damage	Will be imposed as follows: - Percentage of contract total per calendar day of delay: 0.5% - Maximum number of calendar days of delay 20 calendar days, after which UNFPA may terminate the contract without any liability against UNFPA
Evaluation Criteria	g. Lowest price with complied specification and shortest lead time h. Acceptance of UNFPA General Terms & Conditions
UNFPA will award to:	One suppliers
Type of Contract to be Signed	Purchase order
Conditions for Release of Payment	• Written Acceptance of services by UNFPA office based on full compliance with RFQ requirements. • Proof of registration on the Syrian network
Annexes to this RFQ	- Quotation Form (Annex 1) Annex 1 need to be duly completed and submitted in order to qualify for the procurement process. - UNFPA General Conditions (Annex 2)