*Date: 02 January, 2018*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ETH/RFQ/2018/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items: ***supply of Female Dignity Kits,*** *where the female dignity kits comprises of the below components*  :

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item N° | Product Name | Product Description | Unit of Measure | Quantity |
| 1 | *Bag* | *Material: canvas and similar items. Sample will be presented**Color: Except white**Design: Shoulder bag* ***sample needed*** | Pieces | 1 X 1439 |
| 2 | *Under Wear ( Large)* | *Two Pieces of cotton underwear large size, with* ***L and XL*** *sizes (Where:* ***Size-L****, waist 29 to 30 and Hip39 to 40 and* ***Size-XL****- ,Waist 31 to 32 and Hip 41 to 42) Half of the Large size underwear be* ***L size***  *and the remaining half be with* ***XL*** *size.**Except White Color* | **Sets** | 2 X 1439 |
| 3 | *Underwear ( Medium)* | *Two Pieces of cotton underwear medium size. ( Where* ***Size M, waist -27 to 28 and hip 37 to 38****)**Except White Color* | Sets  | 2 X 1439 |
| 4 | *Re-usable Sanitary Pads* | *Two sets of re-usable sanitary pads ( Each set containing three re-usable sanitary pads made of Cotton)* *Sample will be submitted along with the pro forma invoices.****( sample needed)*** | Sets | 2 X 1439 |
| 5 | *Body Wrapper*  |  *Two meter by Two meter or ( Plus or**Minus 0.2 m ) body Wrapper with different color* *Made of: 75% polyester and 25% cotton or 65% Polyester and 35 % cotton.**Weight: 150-200 grams**Color: any*  | Pieces | 1 X 1439 |
| 6 | *Laundry Soap* | *Two pieces of laundry soap with 200 to 250 gram* | Pieces | 2 X 1439 |
| 7 | *Bathing Soap* | *Two pieces of bathing soap with 90 to 100 gram* | Pieces | 2 X 1439 |
| 8 | *Whistle* | *Plastic whistle with its hanging rope* | Pieces | 1 X 1439 |
| 9 | *Shiti ( Dress) – to be contextually appropriate for Somalie region* | *A cloth with different colours ( except black and white) and having specification of 3m in dimension and 500-750 gm in weight*  | Pieces | 1 X 1439 |
| 10 | *Torch Light* | *Torch light working both in solar and electricity.**Medium Size*  | Pieces | 1 X 1439 |
| ***Delivery Date : Three weeks after the issuance of Purchase Order***  |

 |

This Request for Quotation is open to **local companies** that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

**Objective:**

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

1. **Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ermias Wosenyeleh* |
| Tel Nº: | *251-115444071* |
| Fax Nº: | *251-115-515311* |
| Email address of contact person: | *Wosenyelehasefa@unfpa.org* |

The deadline for submission of questions is **January 12 , 2018 at 4:30 P.M**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in one envelop whenever possible. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the specifications should comply with:
2. The service provider need to attach renewed trade license in related area.
3. Price quotation, to be submitted strictly in accordance with Price Quotation Form.
4. Alternative bidding is not allowed.

The quotation must be signed by the company’s relevant authority and submitted in hard copy to UNFPA ETH Office.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by hand or courier to the contact person indicated below no later than : **January 17 , 2017 at 3:30 P.M** [[1]](#footnote-1).

*[[2]](#footnote-2).*

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Paul Makwinja* |
| Address | *UNFPA Ethiopia Country Office;**Menelik II Avenue, UNECA Compound, congo Bldg. 1st Floor,**Off Tel: 251-115-4442812, Ext. 34281* |
| Email address of contact person: | *makwinja@unfpa.org* |

The following reference must be included in the email subject line: RFQ Nº UNFPA/ETH/RFQ/2018/001 *supply of Female dignity Kits.* Proposals that do not submit sample will not be considered for further evaluation and will be disqualified.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in one-step process by an ad-hoc evaluation panel. Technical proposals (sample presented) will be evaluated for technical compliance along with the comparison of price quotes.

1. **Award**

UNFPA shall award a **Purchase Order** to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit **Bettina Maas: maas@unfpa.org**. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Milliyon Melaku,

International Operations Manager a.i.

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | **02/01/2018** |
| **Request for quotation Nº:** | **UNFPA/ETH/RFQ/2018/001** |
| **Currency of quotation:** | **ETB** |
| **Validity of quotation:***(The quotation shall be valid for a period of* ***at least 120 days*** *after the submission deadline.)* |  |

Example Price Schedule below:

|  |
| --- |
| Price Quotation Form |
| Item | Product Name & Description | UOM | Unit Price | Number of Units | Total (USD) |
|  | See attached  |  |  |  |  |
|  |  |  |  |  |  |
|  | Delivery Date : |  |
|  |  |  |  |  | 1 |  |
|  |
| GRAND TOTAL |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/ETH/RFQ/2018/001** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)
2. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-2)