



Date: 08 April, 2021

**REQUEST FOR QUOTATION  
 RFQ N° UNFPA/ETH/RFQ/2021/004**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items: **Toners**

<b>S/N</b>	<b>PRINTER</b>	<b>TONER</b>	<b>REQUESTED QUANTITY</b>
1	HP Color LaserJet CP5525	270A (Black)	<b>5</b>
		271A (Cyan)	<b>3</b>
		272A (Yellow)	<b>3</b>
		273A (Magenta)	<b>3</b>
2	HP Color LaserJet 400 M451	410A (Black)	<b>2</b>
		411A (Cyan)	<b>2</b>
		412A (Yellow)	<b>2</b>
		413A (Magenta)	<b>2</b>
3	HP Color LaserJet Pro M477 MFP	410A (Black)	<b>25</b>
		411A (Cyan)	<b>25</b>
		412A (Yellow)	<b>25</b>
		413A (Magenta)	<b>25</b>
4	Xerox Workcentre MFP 7855i Copier	006R01513 (Black)	<b>10</b>
		006R01514 (Yellow)	<b>10</b>
		006R01516 (Blue)	<b>10</b>
		006R01515 (Magenta)	<b>10</b>
		<b><i>Delivery Date within 3 days from issuance of Purchase Order.</i></b>	

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

**I. 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.



United Nations Population Fund  
 Addis Ababa, Ethiopia ECA  
 Compound, Congo Building E-  
[mail: ghailemariam@unfpa.org](mailto:ghailemariam@unfpa.org)  
 Website: [www.unfpa.org](http://www.unfpa.org)

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](#)

### 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.

### II. Questions

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

Name of contact person at UNFPA:	<i>Gaddisa Hailemariam</i>
Tel N°:	<i>251-115444072</i>
Fax N°:	<i>251-115-515311</i>
Email address of contact person:	<i><a href="mailto:ghailemariam@unfpa.org">ghailemariam@unfpa.org</a></i>

The deadline for submission of questions is **April 26 , 2021 at 10:30 A.M.** Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

### III. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
  - The bidder shall be required to quote for all the different items.
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.
- c) Alternative bidding is not allowed.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

### IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV 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 : **April 28, 2021 at 10:00 A.M** <sup>1</sup>.

Name of contact person at UNFPA:	<i>Gaddisa Hailemariam</i>
Email address of contact person:	<i><a href="mailto:ghailemariam@unfpa.org">ghailemariam@unfpa.org</a></i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/ETH/RFQ/2021/004–Toners**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

### V. Overview of Evaluation Process

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United Nations Population Fund  
Addis Ababa, Ethiopia ECA  
Compound, Congo Building E-  
mail: [ghailemariam@unfpa.org](mailto:ghailemariam@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

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 a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

#### **VI. 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.

#### **VII. 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.

#### **VIII. Payment Terms**

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

#### **IX. Fraud and Corruption**

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](#). 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](#).

#### **X. 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](#).

#### **XI. 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 **Dennia Gayle**: [gayle@unfpa.org](mailto:gayle@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](mailto:procurement@unfpa.org).

#### **XII. 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).



United Nations Population Fund  
 Addis Ababa, Ethiopia ECA  
 Compound, Congo Building [E-mail: ghailemariam@unfpa.org](mailto:ghailemariam@unfpa.org)

DocuSigned by:  
  
 BA6FFCFDA939467...

Donalddo Chiuz,  
 International Operations Manager

### PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	
<b>Request for quotation N°:</b>	<b>UNFPA/ETH/RFQ/2021/004</b>
<b>Currency of quotation:</b>	<b>ETB</b>
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Example Price Schedule below:

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
	<i>Refer back the specifications</i>				
	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/2021/004** 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.



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

Name and title	Date and place
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**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](#), [Spanish](#) and [French](#)