



United Nations Population Fund,  
UNFPA - YEMEN  
Hadda zone, behind Lazourde Hotel  
Sana'a - Yemen  
Email: [procurement.yemen@unfpa.org](mailto:procurement.yemen@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

Date: 12/12/2019

**Request for Quotation No. YEM-2019-ERFQ-021**

Dear Sir/Madam,

UNFPA Yemen hereby solicit your quotation for the supply of **Mama Dignity Kits** as per the technical specifications detailed in Annex 1 of this RFQ. Your Bid could form the basis for a Long Term Agreement (LTA) between your company and UNFPA Yemen.

**If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Submission Form – Annex 2, and send by email or the address indicated below not later than 05/01/2020, by 12:00 pm (Yemen time).**

**Samples should be submitted to the address below:**

**UNFPA Attention: Mr. Ridha Fadel**  
**Street address: Hadda St, behind Lazourde Hotel, Sana'a, Yemen**

**Email: [procurement.yemen@unfpa.org](mailto:procurement.yemen@unfpa.org)**

Quotations submitted by email must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNFPA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that it is signed and in the .pdf format, and free from any virus or corrupted files.

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>.

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

Warranty	The warranty period shall be minimum 12 months.	
Delivery Terms [INCOTERMS 2010]	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP DAP	
Insurance	Cargo Insurance under the DAP Incoterm will be required on all shipments, and shall be included by the supplier.	
Delivery Location	Al-Nada Center for Com. AG & Ships - Warehouse Sana'a- Yemen	
Delivery Schedule	Required <input type="checkbox"/> Not Required	
Mode of Transport Currency of Quotation	<input type="checkbox"/> SEA	LAND
	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency (please specify)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English	
Documents to be submitted <sup>1</sup>	<input type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.); <input type="checkbox"/> Latest Business Registration Certificate; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".	

<sup>1</sup> First 2 items in this list are mandatory for the supply of imported goods

	<input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days
Partial Quotes	<input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted
Partial Delivery	<input type="checkbox"/> Permitted <input type="checkbox"/> Not Permitted
Payment Terms	100% upon complete delivery of goods
Evaluation Criteria	Technical responsiveness/Full compliance to requirements and lowest price Full acceptance of the UNFPA General Terms and Conditions Ability to deliver in accordance with the delivery schedule in annex 4
As a result of this bidding process, UNFPA shall sign non-exclusive Long Term Agreements (LTA) with one supplier for 1 years.	One and only one supplier <input type="checkbox"/> One and more supplier (in case this option is selected, clearly specify the situation when contract will be awarded to multiple suppliers)
Type of Contract to be Signed	*Long Term Agreement (LTA) for one year, with possibility of one-year extension, subject to satisfactory performance of the supplier. Purchase Order
Conditions for Release of Payment	Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements
Annexes to this RFQ	<input type="checkbox"/> Specifications of the Goods Required (Annex 1) <input type="checkbox"/> Quotation Form (Annex 2) <input type="checkbox"/> Product Overview Form (Annex 3) <input type="checkbox"/> Delivery Schedule (Annex 4) Both Annex 2 ,Annex 3 and Annex 4 need to be duly completed and submitted in order to qualify for the procurement process.

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>Name : Rani Mansour Title : Procurement Associate Email: al-busaily@unfpa.org</p> <p>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 Proposers. <b>DO NOT SUBMIT YOUR BID TO THIS E-MAIL ADDRESS.</b> Any bids submitted to any e-mail address other than <u><a href="mailto:procurement.yemen@unfpa.org">procurement.yemen@unfpa.org</a></u> will be rejected.</p>

- a. \*The quantities specified in Annex 4, Delivery Schedule Form display the quantities expected to be procured in the first Purchase Order under the LTA.
- b. \*UNFPA will not be committed to purchase any minimum quantity of the goods, and purchases will be made only if and when there is an actual need. UNFPA shall not be liable for any cost in the event that no purchases are made under any resulting LTA. All reductions in market prices mandated by the provider will be passed on in full to UNFPA.



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Technical Specifications

Item	Description	الوصف	Unit of Measure	Quantity of Item per Kit / الكمية	المواصفات	Specifications
1	Cotton Cloth sheet baby body wrap	غطاء الجسم من القماش القطن	Piece	1	بطبقتين من القطن الخالص المطبوع بنقوش مختلفة	80cm * 100cm 100% cotton different patterns in light colors
2	Slippers/ flip flop	شبشب بلاستيك متعدد المقاسات متوسط، كبير و كبير جدا	Pair	1	احجام مختلفة متعدد المقاسات 40% حجم 38-37 40% حجم 40-39 20% حجم 42-41	Good quality, solid colors, Women's size: 40% - 6-7 (US) or 37-38 (Euro); 40% - 7.5-8.5 (US) or 39-40 (Euro); 20% - 9-10 (US) or 41-42 (Euro)
3	Disposable Sanitary Pads – Heavy Flow	فوط صحية ثقيلة	Pack	1	فوط صحية ثقيلة ذوجودة عالية وتستخدم لمرّة واحدة، ذو ملمس قطني، رقيقة، ذو امتصاص عالي، ملفوفة بشكل فردي في حزم تتكون من ثلاث بكل باكت يحتوي على 10 قطع وكل حفاظة تشمل غطاء من البلاستيك للتخلص منها. لا تسبب الحساسية.	Disposable good reputable quality. Non-woven tissue, cotton touch feels top sheet, thin, high absorbance, individually wrapped in packs containing 10 pieces. Each napkin includes plastic cover for discreet disposal Not containing allergic and dangerous substances. Heavy Flow
4	Disposable Sanitary Pads – Normal Flow	الفوط الصحية العادية	Pack	2	الفوط الصحية العادية ذوجودة عالية وتستخدم لمرّة واحدة، ذو ملمس قطني، رقيقة، ذو امتصاص عالي، ملفوفة بشكل فردي في حزم تتكون من ثلاث بكل باكت يحتوي على 10 قطع وكل حفاظة تشمل غطاء من البلاستيك للتخلص منها. لا تسبب الحساسية.	Disposable good reputable quality. Non-woven tissue, cotton touch feels top sheet, thin, high absorbance, individually wrapped in packs containing 10 pieces. Each napkin includes plastic cover for discreet disposal Not containing allergic and dangerous

					substances. Normal Flow
5	Female Underwear	ملابس داخلية قطنية	Piece	2	ملابس داخلية قطنية (كلسون) الحجم: 50% كبير و 50% كبير جدا إضافي اللون: أسود وأزرق داكن
6	Detergent Powder	مسحوق التنظيف	piece	2	2 عبوة من كل 500 غرام في اكياس بلاستيكية
7	Robe for the mother	ملابس /روب القطن للأم	Piece	1	رداء غامق اللون للام. روب نسائي قطن 100% ذات مقاسات كبير و كبير جدا
8	Baby dress/ warm overall	ثوب طفل مكمم / دافئ	Piece	1	لبس للمولود الجديد من القطن للشتاء
9	Baby dress/ sleeveless overall	ملابس طفل / بلا أكمام الشاملة	Piece	1	لبس للمولود الجديد من القطن مناسب في الصيف
10	Disposable New born diapers	حفاظات للمولود من القطن طبقات متوسطة الحجم ناعم اللمس شديد الامتصاص	Packs	3	حفاظات للمولود الجدد Kg 3.5 إلى Kg2.5 10-8 حبات في العبوة
11	Baby bath Towel	منشفة الطفل قماش قابل للامتصاص مصنوع من القطن	Piece	1	ألوان مختلفة
12	Baby Shawl	شال اطفال من الصوف	Piece	1	المولود الجديد شال
13	Baby Soap	صابون اطفال	Piece	4	100 غرام × 4 قطع

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		مخصصة لبشرة الطفل				for babies 100g ± %5. Un-perfumed, antibacterial, hypoallergenic, skin friendly. Long durability. Individually wrapped. Shelf life minimum two years.
14	Baby wrap	غطاء الطفل من القطن الناعم	Piece	2	غطاء من القطن 1x1 متر لفف الطفل	100% Cotton, 100cm by 80cm, assorted light colors
15	Baby Petroleum Jelly	الفازلين للأطفال	bottle	2	في علب	200 grams, unperfumed, not containing allergic or dangerous substances. Shelf life minimum two years.
16	Abaya with head scarf	عباية مع الطرحة للامهات	Set	1	عباية مع الطرحة كريب للامهات مقاسات مختلفة 30% M, 40L, 30XL	Polyester 100% with zipper in front, long sleeves, dark color, mix of medium, large and extra large size (30% M, 40L, 30XL)
17	Baby Bag	حقيبة اطفال	Piece	1	مصنوعة من مواد متينة ومغلقة مع سحب ، كبيرة بما يكفي لحزم ملابس الطفل. أسود او أزرق اللون مع رسائل الصحة على قيمة الولادة في مرفق صحي	Waterproof durable. Suitable size to contain all baby kit items, black or blue color, closes with zipper, with handle for easy carrying. <b>With Health messages on value of giving birth at a health facility</b>
18	Carrier Bag	حقيبة كبيرة مع شعار أصدقاء صندوق الأمم المتحدة للسكان	Piece	1	مصنوعة من مواد متينة ذات نوعية وخامة جيدة ومغلقة مع سحب. كبيرة بما يكفي لحزم جميع عناصر المجموعة المذكورة أعلاه أسود او أزرق اللون	Waterproof durable. Suitable size to contain all items inside this kit, black or blue color closes with zipper, with handle for easy carrying. Design: Friends of UNFPA logo on the outside of the bag. <b>*All Kit items shall be packed inside the bag; the bag should be closed to avoid spillage of items</b>
19	Cardboard box closed with long lasting tape or glued flaps. Box size to be tightly adjusted to content. Marking a list of items.	كرتون لكي يحتوي على جميع الاغراض مع شنترة الطفل و الأم	Box	1	كرتون من النوع المتين ويضع عليه قائمة المحتويات	Strong box with list of items



**Quotation Form**

**Name of Bidder:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_

**Request for Quotation No:** \_\_\_\_\_

**Currency of Bid price:** \_\_\_\_\_

**Delivery time (weeks from receipt of order till dispatch):** \_\_\_\_\_

**Expiration of Validity of Quotation (The quotation shall be valid for a period of at least 120 days after the Closing date.):** \_\_\_\_\_

**Price Schedule:**

Item No.	FOB/FCA price/unit specify port of shipment	Quantity	Transportation cost to port of Destination (specify mode of trp.)	Total DAP (Mas Freight International Warehouse – Sana 'a - Yemen)	Delivery schedule (months)

*Vendor's Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA and we will abide by this quotation until it expires.**

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**

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**Product Item Overview Form**

Item No.	Description and minimum /mandatory specifications	Description of items offered and Bidder's statements on deviations  (To be completed by the bidder)	Compliant? (Y/N)  (To be completed by UNFPA during evaluation)
	Cotton Cloth sheet baby body wrap 2 meters printed pure cotton sheet in different patterns.		
	Plastic Slipper Women's size: 40% - 6-7 (US) or 37-38 (Euro); 40% - 7.5-8.5 (US) or 39-40 (Euro); 20% -9-10 (US) or 41-42 (Euro)		
	Heavy duty Sanitary napkins Disposable good reputable quality. Non-woven tissue, cotton touch feels top sheet, thin, high absorbance, individually wrapped in packs containing 10 pieces. Each napkin includes plastic cover for discreet disposal Not containing allergic and dangerous substances. Packages: one pack of 10 pieces minimum		
	Sanitary napkins Disposable good reputable quality. Non-woven tissue, cotton touch feels top sheet, thin, high absorbance, individually wrapped in packs containing 10 pieces. Each napkin includes plastic cover for discreet disposal Not containing allergic and dangerous substances. Packages: two packs of 10 pieces minimum.		
	Women underwear Cotton made 50%Large and 50% Extra Large Color: Black and Navy-blue		
	Detergent powder Clothing washing powder		

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2 packs of 500g each			
Cotton Robe for the mother (cotton 100% in 50%L, 50 %XL) Dark color robe for the mother; different sizes			
Baby dress/ warm overall Overall new-born baby dress cotton for winter			
Baby dress/ sleeveless overall Overall new-born baby dress cotton for Summer			
New born diapers Cotton made Medium layers' thickness Soft Extra absorbency From 2.5kg to 3.5kg Packages: three packs of 8-10 pieces minimum			
Baby towel absorbent fabric 100% Cotton made Various colors			
Baby Shawl Wool made New born heavy shawl			
Baby Soap Specially designed for baby's delicate skin 4 pieces * 100gram			
Baby wrap Cotton sheet 1*1 meter			
Baby Vaseline 2 bottles 200 gram			
Abaya with scarf 30% M, 40%L, 30%XL Crepe fabric			
Baby and Mother bag Made of durable material and closed with a zipper, big enough to pack baby kit With UNFPA logo			
Cardboard box closed with long lasting tape or glued flaps. Box size to be tightly adjusted to content. Marking a list of items.			

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**Delivery Schedule Form**

**Below is a required delivery schedule for the first Purchase Order expected to be placed under this Long Term Agreement.**

**Bidders are expected to add the lead-time in the below Yellow shaded area to confirm if they are able to comply with the below required lead-times, note that earlier deliveries are encouraged.**

Delivery No.	Quantity	UoM	Required lead-time after receiving the first Purchase Order under the LTA (in weeks)	Bidder lead-time (to be completed by Bidder)
1	50,000	Kit	2 weeks	
2	50,000	Kit	4 weeks	
3	50,000	Kit	8 weeks	
4	50,000	Kit	12 weeks	

