



United Nations Population Fund,
UNFPA - yEMEN
Hadda zone, behind Lazourde Hotel
Sana'a - Yemen
Email: procurement.yemen@unfpa.org
Website: www.unfpa.org

Date: 05/08/2018

Request for Quotation No. YEM-2018-ERFQ-006

Dear Sir/Madam,

We hereby solicit your quotation for the supply of 200,000 Female Dignity Kits as per the technical specifications detailed in Annex 1 of this RFQ.

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 to: procurement.yemen@unfpa.org or the address indicated below not later than 15/08/2018, by 15:00.

Name of Contact Person in UNFPA: Shaukat Hakim
Street address: Hadda St, behind Lazourde Hotel
Tel No.: +967 1 433160
Email: 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 <input type="checkbox"/> DAP	
Insurance	Cargo Insurance is covered by UNFPA global insurance policy. Please do not include insurance costs in your quotation.	
Delivery Location	Mas Freight International Warehouse Sana'a- Yemen	
Delivery Schedule	<input type="checkbox"/> Required <input type="checkbox"/> Not Required	
Mode of Transport	Local Market	
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 ¹	<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".	

¹ First 2 items in this list are mandatory for the supply of imported goods

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	<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	<p>Technical responsiveness/Full compliance to requirements and lowest price</p> <p>Full acceptance of the UNFPA General Terms and Conditions</p> <p>Ability to deliver in accordance with the delivery schedule in annex 4</p>
UNFPA will award to:	<p>One and only one supplier</p> <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	<p>Acceptance letter</p> <p>Purchase Order</p>
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.

Contact Person for Inquiries (Written inquiries only)	Name : Rani Mansour Title : Procurement Associate Email: al-busaily@unfpa.org 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.



Technical Specifications

Contents	Quantity	
Sanitary napkins (60PCS) 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: three packs of 10 pieces minimum.	6 packs of 10	فوط صحية (عدد 60) ذو جودة عالية وتستخدم لمرة 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.
Underwear set including trousers (cotton in 50%L, 50 %XL) Good reputable quality Material: 100% cotton Thick fabric, not transparent, durable, skin friendly, not containing any allergic substances	2 sets of three pieces	طقم ملابس داخلية قطنية (سنتيان وكلسون) بالإضافة لبنتلون نسائي طويل قطني المقاسات حجم كبير و كبير جدا و ذات جودة عالية (100% قطن، نسيج ثخين ليس بشفاف، متين، لا يحتوي على مواد تسبب الحساسية))
Traditional cloths (cotton 100% with different colors indifferent sizes (cotton in 50%L, 50 %XL)	2 sets	روب نسائي قطن 100% ذات مقاسات كبير و كبير جدا
Hair Shampoo, 200- 300 ml Good reputable quality for adults. For normal hair, good smell. Hypoallergenic, PH factor 5.5	1 bottle of 200-300 ml	شامبو للشعر والجسم 200-300 مل ذات جودة عالية، للبالغين للشعر العادي، رائحة جيدة
Toothpaste, 75 ml minimum Good reputable quality Concentrated paste, with fluoride	1 tube of 75 ml minimum	معجون أسنان 75 مل ذات جودة عالية بالفلورايد
Toothbrush, Good reputable quality Strong Plastic toothbrush, adult size, medium bristle, individually wrapped.	2 pieces	فرشاة أسنان ذات جودة عالية قوية من البلاستيك، حجم للكبار، متوسط، ملفوفة بشكل فردي.
Hand soap bars (3PCS) Good reputable quality Toilet soap bar, 100 g minimum. Un-perfumed, antibacterial, hypoallergenic, skin friendly. Long durability.	3 bars of minimum 100 grams each	صابون لليدين 100 جم (عدد 3) ذات جودة عالية غير معطرة، مضاد للجراثيم، تدوم طويلا مضاد للحساسية

Towel, 50cm*100cm Good quality Material: 100% cotton. Weight 220g minimum Thick and absorbent Color: fixed dye, different light colors except white.	2 pieces	منشفة 50cm*100cm نوعيه جيدة (100% قطن) الوزن 220 جرام على الأقل سميكة قابلة للامتصاص الوان مختلفة ماعدا اللون الأبيض ذات صبغه ثابتة
Nail clipper Good reputable quality Medium size Durable metal, sharp cutting surface.	1 piece	قصاصة أظافر ذات جودة عالية حجم متوسط
Hair comb, Material: Plastic or metal	1 piece	مشط شعر - بلاستيك او معدن
Solar-Powered flashlight Good quality Bright 5-LED flashlight with hand lanyard. Built-in batteries charged by solar cell OR with 2 sets of batteries	1 piece	مصباح كهربائي يعمل بالطاقة الشمسية نوعيه جيدة 5 LED الأضواء البطارية داخلية تشحن بالطاقة الشمسية
Plastic Slipper (Sizes 30%M, 40%L, 30%XL)	2 pairs	شبشب بلاستيك متعدد المقاسات متوسط كبير و كبير جدا
Textile backpack with UNFPA logo Material: Textile, water-proof durable textile. Size: 40cm x 45cm approximately (suitable size to contain the above items) Color: Blue Design: Rectangular or square, with UNFPA logo in beige and Orange on the flap. With handle for easy carrying and zipper, rope or alternative to close the bag. With a flap and Velcro to close the flap. *All Kit items shall be packed inside each bag; the bag should be closed to avoid spillage of items	1 piece	حقيبة ظهر بشعار الصندوق قماش متين ضد الماء الحجم: 40سم x 45سم (حجم مناسب يحتوي المواد المذكورة اعلاه) الشكل : مستطيلة او مربعه مع شعار صندوق الأمم المتحدة للسكان باللون البيج والبرتقالي في امام الحقيبة مع ممسك لسهولة حملها وسحاب . كل المحتويات تكون داخل الحقيبة ومحكمة الغلق لمنع تسرب المواد.
Abaya, (Sizes 30%M, 40%L, 30%XL) 100% polyester crepe fabric, black color, long sleeves, ankle length, no cleavage.	2 pieces	بالطو أسود كريب متعدد المقاسات متوسط كبير و كبير جدا
Head Scarf Good quality Material: 95% cotton, 5% Elastic. Thick, not transparent. Different colors	2 pieces	حجاب قطنى نوعيه جيدة قطن 95% و 5% مطاط سميك غير شفاف متعددة الألوان



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 3 months 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 CPT/CFR (Destination port)	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

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)
Sanitary napkins (60PCS) 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: three packs of 10 pieces minimum.	[...]		
Underwear set including trousers (cotton in 50%L, 50 %XL) Good reputable quality Material: 100% cotton Thick fabric, not transparent, durable, skin friendly, not containing any allergic substances	[...]		
Traditional cloths (cotton 100% with different colors indifferent sizes (cotton in 50%L, 50 %XL)			
Hair Shampoo, 200- 300 ml Good reputable quality for adults. For normal hair, good smell. Hypoallergenic, PH factor 5.5			
Toothpaste, 75 ml minimum Good reputable quality Concentrated paste, with fluoride			
Toothbrush, Good reputable quality Strong Plastic toothbrush, adult size, medium bristle, individually wrapped.			

<p>Hand soap bars (3PCS) Good reputable quality Toilet soap bar, 100 g minimum. Un-perfumed, antibacterial, hypoallergenic, skin friendly. Long durability.</p>			
<p>Towel,50cm*100cm Good quality Material: 100% cotton. Weight 220g minimum Thick and absorbent Color: fixed dye, different light colors except white.</p>			
<p>Nail clipper Good reputable quality Medium size Durable metal, sharp cutting surface.</p>			
<p>Hair comb, Material: Plastic or metal</p>			
<p>Solar-Powered flashlight Good quality Bright 5-LED flashlight with hand lanyard. Built-in batteries charged by solar cell OR with 2 sets of batteries</p>			
<p>Plastic Slipper (Sizes 30%M, 40%L, 30%XL)</p>			
<p>Textile backpack with UNFPA logo Material: Textile, water-proof durable textile. Size: 40cm x 45cm approximately (suitable size to contain the above items) Color: Blue Design: Rectangular or square, with UNFPA logo in beige and Orange on the flap. With handle for easy carrying and zipper, rope or alternative to close the bag. With a flap and Velcro to close the flap. *All Kit items shall be packed inside each bag; the bag should be closed to avoid spillage of items</p>			
<p>Abaya, (Sizes 30%M, 40%L, 30%XL) 100% polyester crepe fabric, black color, long sleeves, ankle length, no cleavage.</p>			
<p>Head Scarf Good quality Material: 95% cotton, 5% Elastic. Thick, not transparent. Different colors</p>			



Delivery Schedule Form

Delivery No.	Quantity	UoM	Required lead-time after receiving the Purchase Order (in weeks)	Bidder lead-time (to be completed by Bidder)
1	50,000	Kit	3 weeks	
2	50,000	Kit	6 weeks	
3	50,000	Kit	8 weeks	
4	50,000	Kit	10 weeks	