United Nations Population Fund,

UNFPA Yemen

Haddah St. behind Lazourde Hotel

Sanaa’a.,Yemen

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**Date:** 19/02/2018

**Request for Quotation No. YEM-2018-ERFQ-001**

Dear Supplier,

We would appreciate if you could provide us a quotation for dignity kits items listed below:

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| **Contents** | **Quantity** | **المحتويات** |
| Sanitary napkins (30PCS)  Disposable good reputable quality.  Non-woven tissue, cotton touch feel 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. | 3 packs of 10 | فوط صحية (عدد30 )  ذوجودة عالية وتستخدم لمرة واحدة ،ذو ملمس قطنى ، رقيقة، ذو أمتصاص عالي، ملفوفة بشكل فردي في حزم تتكون من ثلاث باكت وكل باكت يحتوي على 10 قطع وكل حفاظة تشمل غطاء من البلاستيك للتخلص منها- لا تسبب الحسا سية. |
| Underwear set including trousers( cotton in 30%M, 40%L, 30%XL)  Good reputable quality  Material: 100% cotton  Thick fabric, not transparent, durable, skin friendly, not containing any allergic substances | 1 set of ***three*** pieces | طقم ملابس داخليه قطنيه ( سنتيان وكلسون) بالاضافة لبنطلون نسائي طويل قطني متعدد المقاسات ذات جودة عالية (100% قطن، نسيج ثخين ليس بشفاف ، متين، لا يحتوي على مواد تسبب الحساسية) )  ( cotton in 30%M,40%L,30%XL) |
| Traditional cloths  ( cotton 100% with different colors indifferent sizes 30%M, 40%L, 30%XL) |  | روب نسائي قطن 100% ذات مقاسات مختلفة  ( cotton in 30%M, 40%L, 30%XL) |
| 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  PH factor 5.5 |
| Toothpaste, 75 ml minimum  Good reputable quality  Concentrated paste, with fluoride | 1 tube of 75 ml minimum | 75 مل معجون أسنان  ذات جودة عاليه بالفلورايد |
| Toothbrush ,Good reputable quality  Strong Plastic toothbrush, adult size, medium bristle, individually wrapped. | 1 piece | 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، مضاد للحساسية تدوم طويلا |
| Towel,50cm\*100cm  Good quality Material: 100% cotton.  Weight 220g minimum  Thick and absorbent  Color: fixed dye, different light colors except white. | 1 piece | منشفة  50cm\*100cm  نوعيه جيدة (100% قطن)  الوزن 220 جرام على الأقل  سميكة قابلة للأمتصاص  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 عاليه  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  الأضاءه 5 LED  البطارية داخلية تشحن بالطاقة الشمسية |
| Plastic Slipper  (Sizes 30%M, 40%L, 30%XL) |  | شبشب بلاستيك متعدد المقاسات  (Sizes 30%M, 40%L, 30%XL) |
| 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. | 1 piece | بالطو أسود كريب متعدد المقاسات  (Sizes 30% M, 40%L, 30%XL) |
| Head Scarf good quality  Material: 95% cotton, 5% Elastic.  Thick, not transparent. Different colors | 1 piece | حجاب قطنى نوعيه جيدة  قطن 95% و 50% مطاط  سميك غير شفاف متعددة الألوان |

**Quotation Instructions**

* Bidder(s) need to confirm the quoted specifications of items and state any amendment to those specifications. Filling this form is part of the Quotation submission.
* The quantity of items is between 10,000 and 20,000. It might be increased or decreased based on the final price.
* UNFPA may award one or more suppliers, given the quantity and dates required.
* Please send your quotation to this email: [procurement.yemen@unfpa.org](mailto:procurement.yemen@unfpa.org)
* Delivery should include the Transportation cost to UNFPA Warehouse in Sana’a Yemen.
* Complete delivery of all these items is expected within 15 days of award of Purchase Order. The sample of complete packed kit is due on quotation due date- delivered separately from the quotation to UNFPA office, Yemen.
* The quotation shall be valid at least for 2 month after the closing date. Please submit your quotation in US Dollars currency.
* These items should be packed as planned for delivery; efficient and compact to enable ease of distribution.
* Award will be lowest price bidder(s) meeting the quality and packing requirement assessed by a panel review of the samples. UNFPA will only accept submission from companies who have previously supplied similar products to a UN or similar aid agency. Please also include contract reference number and value from a previous Purchase Order placed by a UN/aid agency. Copy of your company’s government registration, Tax ID/ Business License are required along with your submission.

UNFPA General Terms and Conditions apply, payment terms are 30 days from delivery of goods.

If interested in submitting a quotation for these items, kindly fill in the attached quotation submission form and send by email to the address indicated below note later than **01March 2018 by 13:00pm.**

Please provide Company name, Company authorized representative name, Contact address with phone and email and other relevant details on your company letter head and make it part of bid.

In your quotation, please provide the following information:

1. Prices for indicated goods in quotation submission form (see below);
2. Delivery schedule time
3. Specific technical specifications of products offered; if available
4. Quotation validity;
5. Registration documents of your organization in Yemen as mentioned above;

Best regards,

**Shaukat Hakim**

United Nations Population Fund, UNFPA Yemen

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**Quotation Form**

**Name of Bidder:**

**Date of Bid:**

**Request for Quotation No:**

**Currency of Bid price:**

**Delivery time**

**Expiration of Validity of Quotation**

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| --- | --- | --- | --- |
| Item No. | Price/unit | Quantity | Delivery schedule |
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**In your offer, please include:**

1. Signed confirmation of specifications of items offered
2. Quality standard of the products, if applicable

*Vendor’s Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (**<http://www.unfpa.org/resources/unfpa-general-conditions-contract> **) and we will abide by this quotation until it expires.**

**Name and title Date and Place**