



Date: December 02, 2024

## REQUEST FOR QUOTATION RFQ N° UNFPA/FJI/RFQ/24/046

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Stock-counts and inventory balances reconciliation and validation services”.**

### 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.

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](#)

### **Terms of Reference (ToR)**

#### **Objectives and scope of the Services**

#### ***Background***

UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth 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](#).

As part of its programme activities, UNFPA regularly procures and delivers to partners in programme countries a variety of programme supplies, also referred to as ‘commodities’, ‘inventories’ or ‘goods’, which most commonly include:

- Contraceptives, such as hormonal contraceptives, male and female condoms, and intrauterine devices (IUDs)
- Medical devices and supplies, such as hospital equipment, surgical instruments, and diagnostic equipment and supplies
- Pharmaceutical products, including life-saving medicines
- Emergency reproductive health, fistula repair, and reproductive & maternal health kits
- Dignity and hygiene kits
- Census supplies
- Personal protective equipment.

Programme supplies are recognized as inventory in UNFPA’s accounts when control over them is transferred to UNFPA based on the INCOTERM rules associated with each order, typically at the point of shipment. Inventory may be held in warehouses or in transit to the destination countries, or at the port of entry, pending completion of custom clearance procedures. Inventory is expensed when control over programme supplies



is passed, typically at the time of delivery to the programme partners or distribution to the end-users. Delivery of programme supplies is documented through Delivery Slips, Programme Supplies Distribution Agreements (PSDAs), or distribution lists (applicable in case of direct distribution to end-users).

Field office inventories are recorded, tracked and monitored in UNFPA's inventory tracking system Shipment Tracker, which is a Peoplesoft-based ERP system (Atlas).

Since 2020, the volume and value of programme supplies procured and delivered by UNFPA has increased considerably due to an increase in UNFPA development and humanitarian response activities. To better support the 2024 fiscal year accounts closure procedures, UNFPA is looking to engage the services of a recognized audit firm to perform the year-end stock counts at selected warehouses, used for storage of programme supplies still under UNFPA control, and reconcile their results to inventory balances in the Shipment Tracker system.

### **Objective**

UNFPA field office in Pacific Sub-Regional Office wants to contract a recognized audit firm (hereinafter, referred to as contractor) to:

1. Perform a year end stock count at the CDP Building Warehouse and Bollore Building Warehouse where inventory is held under UNFPA control.
2. Reconcile the stock count results to the balances per the Shipment Tracker system.

### **Outputs**

- A. Stock count report prepared using UNFPA's template, listing all goods maintained in stock at the time of stock count and separately reporting goods found to be damaged, expired or otherwise in an unusable condition.
- B. Reconciliation of stock count results to the inventory tracking system balances as at 31 December 2024, as per the Shipment Tracker-based Inventory Status Report, including identification and documentation of reasons for any differences identified.

### **Activities**

#### **(A) Stock count**

Contractor will perform a stock count of all UNFPA goods held at the following warehouse/s:

1. CDP Building Warehouse,  
Nukutuku Subdivision  
Lami, Suva.
2. Bollore Building Warehouse,  
Jai Ambamma Rd,  
Vatuwaqa, Suva

The stock count must be performed in compliance with the guidance provided in the [UNFPA Physical Inventory Count Instructions](#) and its results be documented in the [Inventory Count Sheet](#). Each item must be counted at least twice. All damaged, expired or otherwise unusable goods must be identified as such in the inventory count sheet.

## **(B) Reconciliation of stock count results to the inventory tracking system balances**

The contractor will research and document reasons for any differences identified between the quantities of goods held in stock and the inventory balances per the Shipment Tracker-based Inventory Status Report as at 31 December 2024. This may require review and reconciliation to each other of available records, reports and documents, such as Shipment Tracker-based reports, shipping documents, Receiving and Inspection Reports, handover documents, warehouse records (e.g. downloads from warehouse management system, warehouse logbooks, bin and/or stock cards, etc.) and other available documents, and making enquiries with UNFPA personnel and warehouse staff. Reasons for any differences identified differences must be included in the stock-count report classified as:

- Timing differences – this includes:
  - transactions recorded at a date different from that when they took place; or
  - inventory movements taking place between 31 December 2024 and stock count dateThe stock count report must include a list of transactions originating all such differences
- Goods/transactions not recorded in Shipment Tracker – the stock-count report must include the list of goods and/or associated transactions not reflected in the Shipment Tracker records
- Transactions recorded in Shipment Tracker that did not occur or were recorded with errors – the stock-count report must include the list of corresponding Shipment Tracker transactions and their reference details (e.g. report IDs, financial receipt/order numbers, etc.)
- Losses/theft – must only be used for differences confirmed by UNFPA personnel or warehouse staff due to known incidents of losses/theft; the contractor’s report must document full available details of each incident (e.g. when the loss/theft occurred, how it was identified, who was informed, etc.)
- Unknown – must be used as a last resort if review of available documents and interviews with staff will not provide the contractor with information required to determine the actual reason/s for the difference/s.

### ***Timing / schedule (indicative)***

- A. Stock count should be performed on any date/s between 25 December 2024 and 7 January 2025.
- B. Reconciliation of stock count results to the inventory tracking system balances should be completed by 13 January 2025.

### ***Inputs provided by UNFPA:***

- Access to warehouses where inventories are stored
- [Inventory count sheets](#) with contents of columns 2-7 prepopulated
- Shipment Tracker-based reports, inventory records and supporting documents (e.g. shipping documents, Receiving and Inspection Reports, handover documents, etc.) and available warehouse records (e.g. logbooks, downloads from warehouse management system, bin / stock cards, etc.) for all programme supplies with differences between stock count results and Shipment Tracker balances
- UNFPA staff available for enquiries.



## 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>Ashika Mishra</i>
Tel N°:	+679 3230739
Email address of contact person:	<a href="mailto:amishra@unfpa.org">amishra@unfpa.org</a>

The deadline for submission of questions is **Wednesday 04 December 2024 @ 5.00pm Fiji Time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

## III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

## IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- Price quotation, to be submitted strictly in accordance with the price quotation form

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

## V. 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 and are to be sent by email to the contact person indicated below no later than: **Monday 09 December 2024 at 5.00pm Fiji Time**<sup>1</sup>.

Name of contact person at UNFPA:	<i>Ashika Mishra</i>
Secure email address:	<a href="mailto:psro.bidding@unfpa.org">psro.bidding@unfpa.org</a>

Please note the following guidelines for electronic submissions:

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



- The following reference must be included in the email subject line: **RFQ N° UNFPA/FJI/RFQ/24/046 – Stock-counts and inventory balances reconciliation and validation services**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

#### **VI. Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (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.

#### **VII. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

#### **VIII. 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 services specified in this RFQ without any change in unit prices or other terms and conditions.

#### **IX. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

#### **X. 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 UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director 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 Agreement, 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](#).



**XI. 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](#).

**XII. 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 Ms. Anjali Sen, Director and Representative a.i. at [sen@unfpa.org](mailto:sen@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, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XIII. 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).



## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/FJI/RFQ/24/046
<b>Currency of quotation:</b>	FJD
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b>	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **inclusive of all taxes**.

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					\$\$
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					\$\$
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					\$\$

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/FJI/RFQ/24/046 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	

## DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>2</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>2</sup> “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.





3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

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Date:

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Name and Title:

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United Nations Population Fund  
Pacific Sub-Regional Office  
414 Victoria Parade, Suva, Fiji Islands  
Email: [amishra@unfpa.org](mailto:amishra@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

Name of the Company:

UNGM N°:

Postal Address:

Email:

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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](#)

Please note that a PDF version of the General Conditions of Contracts must be provided.