REQUEST FOR QUOTATION
RFQ Nº UNFPA/FIJI/RFQ/2020/001

Date: June 26, 2020

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“PROVISION OF A SECURE & EXCLUSIVE WAREHOUSE STORAGE SPACE AND SERVICES”.

UNFPA requires the provision of a secure and an exclusive warehouse space for the storage of Reproductive Health Commodities and Humanitarian Kits to support the Pacific Sub Regional Office (PSRO) in its programme activities in the Pacific.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform 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.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead a healthy sexual and reproductive lives. To read more about UNFPA, please go to: http://pacific.unfpa.org

II. Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

- Background information

Under the Pacific Sub-Regional Office banner, 14 countries are covered in the Pacific region which includes Fiji, Vanuatu, Solomon Islands, Kiribati, Tonga, Samoa, Fiji, RMI, FSM, Cook Islands, Nauru, Niue, Palau, Tokelau and Tuvalu. The Pacific Sub-Regional Office in Fiji supplies Reproductive Health Commodities including contraceptives, dignity kits, emergency, humanitarian and educational kits in support of the activities it undertakes in these 14 countries. UNFPA procures the supplies of RH kits through its Procurement Services Branch (PSB) where the lead time taken to receive the items is between 6 – 8 months from the release of Purchase Order to receipt of commodities in the Pacific countries.

- Development objective(s)

The warehouse will hold buffer stock and will ensure there is no stock outs in these 14 countries.
• **Immediate objective(s)**

The objective of this service is to ensure a long term commercial warehouse is available on an exclusive basis to UNFPA to accommodate the storage of UNFPA Supplies. Provision of the following resources are required as part of the agreement.

• **Output/deliverable(s) and activities**

Exclusive warehouse storage space and services, with below requirements:

- Storage space with store room ensuring supplies are stored in dry, clean and well ventilated areas at temperature between 15º-25ºC. Adequate air circulation to avoid concentrations of fumes or gasses and to prevent condensation of moisture on products or walls should be made available. The warehouse should have safe racking system. The warehouse should be clean at all time and pest control services to prevent rodents should take place regularly.

- Inventory Security – 24 hours a day and 7 days a week security to monitor access to the warehouse of both inside and outside of storage space including fenced perimeter of the warehouse yard and fire safety for the warehouse storage such as fire extinguisher, fire alarms and access to fire hose for fire safety.

- The warehouse should have insurance cover for any unforeseen accidents and damage or theft of warehouse property.

- The warehouse should make available resources such as forklifts and personnel to allow for receiving, put away, take away and regular physical count of supplies performed by UNFPA.

• **Inputs**

- UNFPA will take lead into customs clearance activities for incoming and outgoing shipment to the countries.

- Access to the warehouse will be done in consultation with the warehouse manager.

• **Timing/Schedule**

- The expected duration of the contract will be for a **period of (three) 3 years**.

- Access to the warehouse should be made possible to UNFPA whenever the warehouse is officially open.
III. Questions

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

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Kunal Lal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel Nº:</td>
<td>+679 3230732</td>
</tr>
<tr>
<td>Fax Nº:</td>
<td>+679 3312785</td>
</tr>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:klal@unfpa.org">klal@unfpa.org</a></td>
</tr>
</tbody>
</table>

The deadline for submission of questions is [2nd July, 5.30pm, Fiji Time]. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Content of quotations

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

a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.

b) 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 IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: **Friday, 10th July 2020 at 5:30 PM Fiji Time**

Secure Email address : psro.bidding@unfpa.org

Please note the following guidelines for electronic submissions to UNFPA PSRO dedicated email address:

- **Do not** submit your proposal to any other e-mail address than psro.bidding@unfpa.org, or your proposal will be disqualified.

- The following reference must be included in the email subject line: **RFQ Nº UNFPA/FIJI/RFQ/2020/001–PROVISION OF A SECURE & EXCLUSIVE WAREHOUSE STORAGE SPACE AND 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.

- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the first email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Ram Dahal, Operations and Quality Assurance Analyst at: dahal@unfpa.org.

- 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 of three (3) years 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 Dr. Jennifer Butler, UNFPA PSRO Director and Representative at butler@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.

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**

| Name of Bidder: |  |
| Date of the quotation: | Click here to enter a date. |
| Request for quotation Nº: | UNFPA/FIJ/RFQ/2020/001 |
| Currency of quotation: | FJD |
| Delivery charges based on the following 2010 Incoterm: | DAP |
| Validity of quotation: | *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

**Example Price Schedule below:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Size of space</th>
<th>Cost per sqm/month</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Warehouse Storage Facility and Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Exclusive Secured Storage space in dry and clean space</td>
<td>150 sqm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Warehouse clear access for loading and off-loading</td>
<td>Choose an item from the drop down menu</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Adjustable Racking**
- **Air circulation vents**
- **Pest Control Services**
- **Storage area lights**
- **Temperature Control (Air Conditions and/or Fans) to maintain temperature below 25 degree Celsius**
- **Secured warehouse space and compound.**

Choose an item from the drop down menu.
| Fire Extinguishers and/or smoke alarms and/or sprinklers | Choose an item from the drop down menu |
| Forklift Assistance | Choose an item from the drop down menu |
| Devanning – availability of personnel to assist in offloading of shipping containers and commodities from containers into the warehouse | Choose an item from the drop down menu |

**Total Contract Price**
(Total Warehouse Storage Facility and Services) $$

Vendor's Comments:
I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/FIJI/RFQ/2020/001 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.

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Date and place</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Click here to enter a date.</td>
</tr>
</tbody>
</table>
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.