**Date:** 07 October 2021

**Request for Quotation No. UNFPA/FIJI/RFQ/2021/012**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **1500 packs of reusable pads** containing below list of specified items or equivalent as per quantity and description. The pads are for distribution to our 14 PICs

1. **Each pack to contain below listed items as per quantity:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item** | **Quantity** | **Description** |
| 1 | Reusable Pads | 3 |  |

The preference is to have the goods delivered in one complete batch upon issuance of Purchase Order. The vendor through consultation and approval with UNFPA, may opt to deliver goods in batches agreed by UNFPA. The delivery option of goods in one full batch or installment batches will be decided by UNFPA. The quotation shall be valid for at least 3 months after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached **Quotation Form** and send by email to the address indicated below:

|  |  |
| --- | --- |
| Secure Email address : | psro.bidding@unfpa.org  |

Please submit your quotation in Fijian Dollar currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Your earliest response to this query would be highly appreciated, but not later than **Friday,15 October 2021, 5.00pm (Fiji time).**

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>

Best regards,

Esther Mulumba

Email: mulumba@unfpa.org

**Quotation Form**

**Name of Bidder:**

**Date of Bid:**

**Request for Quotation No: 2021/012**

**Currency of Bid price: Fijian Dollar**

**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 #** | **Item Description** | **UOM** | **Per Unit Cost** | **Total Cost in FJD** |
| 1 | Reusable pads | **1 Piece**  |  |  |
| **TOTAL COST FOR 1 X reusable pads pack: (FJD)** |  |
| **TOTAL COST FOR 1500 reusable pads pack: (FJD)** |  |

**In your offer, please include:**

1. Specific technical specifications and description of products offered.
2. Quality standard of the products.
3. Image of samples of the complete kit set for verification by UNFPA authorized person.
4. Ensure the Quotation form is signed and stamped.

*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**