Date: *05 May, 2021*

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/FIJI/RFQ/2021/009**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Supply of 1000, WWD Hygiene Kits”.**

UNFPA requires the supply of 1000 sets of Women with Disability (WWD) Hygiene kits for Fiji COVID-19 response. The WWD Hygiene Kits is for distribution to lockdown zones around Fiji Islands in an effort to provide women with disability with safe and hygiene packs.

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.

1. **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>

1. **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 in support of the activities it undertakes in these 14 countries.

* + - **Development objective(s)**

The WWD Hygiene Kit pack is for women with disabilities in lockdown zones around Fiji Islands, who are currently residing in these COVID-19 containment areas.

* + - **Output/deliverable(s) and activities**
1. Supply of 1000 individual packaged WWD Hygiene Kits.
2. Each WWD Hygiene kits package/box should contain;
3. 2 Packs – Tena Women’s Discreet Pants
4. 2 Packs – Sanitary pads (disposable adult diapers)
5. 1 Pack – 10 pads, sanitary napkins
6. 1 only – Hot water bottle
7. 1 Box – Disposable hand gloves
8. 3 Large & 3 Medium – Ladies Undergarments
9. 3 Piece – Bath Soap
10. 1 only – Portable flash light
11. 2 Piece – Large Ziplock bags
12. 1 only – Sarong
13. 2 Piece – Tooth brush
14. 2 tubes – Toothpaste
15. 250g – Detergent powder
16. All WWD Hygiene kit items to be packed into an appropriate size box with UNFPA logo printed on the sides.
17. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Kunal Lal* |
| Tel Nº: | *+679 3230732* |
| Fax Nº: | *+679 3312785* |
| Email address of contact person: | *klal@unfpa.org* |

The deadline for submission of questions is [Tuesday 11th May, 3.00pm, Fiji Time]. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. Technical proposal, in response to the requirements outlined in the service requirements / ToRs.
2. 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.

1. **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: ***Thursday, 13th May 2021 at 5:00 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/2021/009– “Supply of WWD Hygiene Kits”.** 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.
1. **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.

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order for the supply of 1000 WWD Hygiene Kits to the bidder that obtain the lowest-priced technically acceptable offer.

1. **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.

1. **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.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **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.

1. **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/FIJI/RFQ/2021/009 |
| **Currency of quotation:** | Fijian Dollar |
| **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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Item Description** | **UOM** | **Per Unit Cost** | **Total Cost in FJD** |
| 1 | Tena Women’s Discreet pants | 2 Packs |  |  |
| 2 | Sanitary pads (disposable adult diapers) | 2 Packs |  |  |
| 3 | Sanitary napkins | 1 Pack (10 pads) |  |  |
| 4 | Hot water bottle | 1 Piece |  |  |
| 5 | Disposal hand gloves | 1 Box |  |  |
| 6 | Ladies Undergarments (3 Large, 3 Medium) | 6 Pieces |  |  |
| 7 | Bath soap | 3 Pieces |  |  |
| 8 | Portable flash light | 1 Piece |  |  |
| 9 | Ziplock bag (Large) | 2 Pieces |  |  |
| 10 | Sarong | 1 Piece |  |  |
| 11 | Toothbrush | 2 Pieces |  |  |
| 12 | Tooth Paste | 2 Tubes |  |  |
| 13 | Detergent powder | 250 grams Pack |  |  |
| 14 | Packaging – appropriate size boxed to pack above items with UNFPA logo printed on the sides. * Logo will be supplied by UNFPA
 | 1 Box |  |  |
| \**any other cost(s)* |  |
| **TOTAL COST FOR 1 X COMPLETE WWD Hygiene Kit: (FJD)** |  |
| **TOTAL COST FOR 1000 (WWD Hygiene Kits): (FJD)** |  |

In your offer, please include:

1. Specific technical specifications and description of products offered.
2. Quality standard of products
3. Image(s) of samples of the complete kit set for verification by UNFPA authorized person
4. Ensure Quotation Price Form is signed and stamped
5. Image of complete packed or boxed Kit, dimension of package if possible.

*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/2021/009 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 |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)