REQUEST FOR QUOTATION
RFQ Nº UNFPA/FJI/RFQ/22/026

Dear Sir/Madam,

We hereby solicit your quotation for the “Request for Incineration Services for Disposal and Destruction of Expired Pharmaceuticals which are Hazardous Non-infectious” in Fiji.

The total volume is 623kg and the breakdown of the cartons volume are as follows:

<table>
<thead>
<tr>
<th>No of Cartons</th>
<th>Weight</th>
<th>Total Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>1</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>20</td>
<td>26.9</td>
<td>538</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>1</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>6</td>
<td>42</td>
</tr>
</tbody>
</table>

Required temperature range:

1. High temperature incineration: Clinical waste should be burned in an incinerator at a temperature between 1100-1400°C with filters to remove the particles as well as toxic gasses (e.g., Gas Turbine and Dust Filtration). The remaining slag or ash in the incinerators to be transported to a landfill coated with a plastic membrane or clay, etc. to prevent soil and groundwater contamination under the landfill.

2. Medium temperature incineration: a two-chamber incinerator that operates at the minimum temperature of 850°C, with a combustion retention time of at least two seconds in the second chamber. The incinerator should be pre-heated to about 600°C before the commodity is introduced.

3. The most preferable is the high temperature because of the pvc and aluminium foil packaging of the pharmaceuticals.

This Request for Quotation is open to all legally constituted companies that can provide the requested services and have legal capacity to deliver 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 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: http://pacific.unfpa.org
Objective:
The object of the RFQ is to identify a supplier who can provide UNFPA PSRO with all the above-mentioned promotional items. The selected vendor is expected to provide such products, based on the specific Purchase Orders submitted to the vendor.

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

| Name of contact person at UNFPA: | Ashika Mishra |
| Tel Nº:                      | +679 3230739 |
| Fax Nº:                      | +679 3312785 |
| Email address of contact person:  | amishra@unfpa.org |

The deadline for submission of questions is Wednesday 21st September 2022, 5.00pm, Fiji Time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. 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 specifications should comply with:
b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

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

IV. 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: Wednesday 21st September 2022, 5.00pm, Fiji Time.

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

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: RFQ Nº UNFPA/FJI/RFQ/22/026 – Request for Incineration Services. 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.

V. Overview of Evaluation Process
Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (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.

VI. Award
In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. 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 goods specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms
UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. 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.

X. 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.

XI. 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 Saira Shameem, UNFPA PSRO Deputy Director and Deputy Representative at shameem@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.

XII. 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name &amp; Description</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Number of Units</th>
<th>Total (FJD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Volume of 623kg: Incineration Services for Disposal and Destruction of Expired Pharmaceuticals which are Hazardous Non-infectious</td>
<td>Carton</td>
<td></td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST FJD**

**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/22/026 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, Spanish and French.