Date: *August 24, 2023*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ARM/RFQ/23/02

Dear Sir/Madam,

UNFPA hereby solicits quotations for the following items:

LOT 1.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item N° | Product Name | Product Description | Unit of Measure | Quantity |
| 1 | Drinking water | Plastic bottle of 05 l, PH value- 7–8, neutral taste and odor, colorless. | pcs | 16,000 |

LOT 2.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item N° | Product Name | Product Description | Unit of Measure | Quantity |
| 1 | Alco spray | Antiseptic, plastic bottle 250 ml, 70 % - 75% ethanol alcohol. | pcs | 8,000 |

LOT 3.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item N° | Product Name | Product Description | Unit of Measure | Quantity |
| 1 | Hand Soap | Antibacterial, hypoallergenic, 1 bar 90 gr +/- 10gr, PH value 8-9, paper packaging. | pcs | 8,000 |
| 2 | Shampoo | For normal hair, hypoallergenic, PH factor 5.5-6.5, bottle 350 ml +/-20ml. | pcs | 8,000 |

LOT 4.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item N° | Product Name | Product Description | Unit of Measure | Quantity |
| 1 | Dry napkins | 2 plies, white paper, pack of 120-150, packaging type: plastic packet or paper box. | pcs | 8,000 |
| 2 | Toilet Paper | 2 plies, paper white, recycled, rolls of 240 – 260 sheet, rolls individually wrapped. | pcs | 8,000 |

* This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the country, or through an authorized representative.
* Partial bids are allowed under this RFQ. Suppliers can apply for one or more than one lot.

However, within each product type, full quantities must be offered.

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 healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

**Objective:**

The objective of the RFQ is to identify one and more suppliers who can provide UNFPA with all the above mentioned products.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Artur Ishkhanyan* |
| Tel Nº: | *+37491219743* |
| Email address of contact person: | *ishkhanyan@unfpa.org* |

The deadline for submission of questions is *August 28, 2023 18:00*. Questions will be answered in writing and shared with all parties within 2 working days after this deadline.

1. **Content of quotations**

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

Quotations must contain the following documents:

1. State Registry document as the evidence that the Bidder is established as a company and legally incorporated in the country.
2. Documents establishing conformity of goods with the required specifications and quality standards:

* Technical proposal, in response to the requirements outlined in the specifications, including brand name, country of origin, content and technical specifications, expiry dates. In addition, any particular storage conditions shall be clearly mentioned.
* Pictures of items with descriptions
* Valid certificates of quality and standards (ISO, CE or similar) for the products.
* Results of testing carried out on the products.

1. Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Technical proposal and price quotation must be signed by the 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 III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the email address indicated below no later than: *September 1, 2023, 18:00.*

|  |  |
| --- | --- |
| Email address: | *procurement.armenia@unfpa.org* |

Bids submitted to any other email address than *procurement.armenia@unfpa.org* shall be rejected.

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/ARM/RFQ/23/02. 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.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods per lot.

Evaluation criteria:

* Technical responsiveness/Full compliance to requirements and lowest price
* Full acceptance of the UNFPA General Terms and Conditions
* Shortest lead time maximum upon releasing Purchase Order

1. **Award**

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced and substantially compliant bidders as per number of lots.

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

1. **Delivery and Payment Terms**

* Supplier shall deliver the products to UNFPA premise within 3 weeks upon placing order.
* Delivery terms pursuant to Incoterm rules: DAP for local procurement.
* UNFPA payment terms are 30 days upon receipt of the invoice and other documentation required by the contract.
* Quotations shall be exclusive of VAT and other applicable direct taxes.

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: Tsovinar Harutyunyan, e-mail: [harutyunyan@unfpa.org](mailto:harutyunyan@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](mailto: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).

**TECHNICAL PROPOSAL**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the proposal:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/ARM/RFQ/23/02 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item number** | **Item description and specification details** | **Quantity** | **Unit of Measure** | **Brand name** | **Country of Origin** | **Expiry Date** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

*(For items with expiry dates the remaining shelf life must be minimum 1.5 years, except water which can be 1 year)*

*Vendor’s Comments:*

|  |  |
| --- | --- |
| Name and title: | Date and place |
| Signature: |  |

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/ARM/RFQ/23/02 |
| **Currency of quotation:** | AMD |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline)* |  |
| **Delivery terms:** |  |
|  |  |

Quotes shall be exclusive of VAT and other applicable direct taxes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Price Quotation Form** | | | | |
| Lot | Item | Product Name | UOM | Quantity | Unit Price | Total Price  (AMD) |
| Lot 1 | 1 | Drinking water | EA |  |  |  |
| Lot 2 | 1 | Alco Spray | Bottle |  |  |  |
| Lot 3 | 1 | Hand Soap | EA |  |  |  |
| 2 | Shampoo | Bottle |  |  |  |
| Lot 4 | 1 | Dry Napkins | EA |  |  |  |
| 2 | Toilet Paper | EA |  |  |  |
|  | | GRAND TOTAL | | | |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ARM/RFQ/23/02 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.

|  |  |
| --- | --- |
| Name and title: | Date and place |
| Signature: |  |

**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)