



United Nations Population Fund

United Nations Population Fund
 31 Palestine St., Intersection of 270 St., New Maadi, Cairo.
 P.O. 11435 Egypt
 E Mail : egypt.tenders@unfpa.org
 Telephone: 202 – 27067040
 Website: <http://www.unfpa.org>

Date: April 28, 2016

REQUEST FOR QUOTATION
RFQ N° UNFPA/EGY/RFQ/16/03
Production of Booklet and Flyer needed for the GBV Costing Survey Event

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following item:

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Booklet and Flyer for the GBV Costing Survey Event	<ul style="list-style-type: none"> - 100 -120 Pages (2 sided) - A4 page size - 4 colors - Booklet includes 9 different chapters; each chapter with a different color with a separator and Chapter label. - Cover (A3 size) to be folded with the flyer inserted in inside pocket. - Cover is 300 gram (average) - Inside pages is 200 gram (average) - Cover and inside pages are laminated - Arabic and English copies are needed 	EACH	<p>2 different quotations are needed as follows:</p> <p>-Option1: 500 copies (350 Arabic and 150 English)</p> <p>-Option 2: 1000 copies (700 Arabic and 300 English)</p>

This Request for Quotation is open to all legally constituted companies that can provide the requested products and have legal capacity to deliver in Cairo, Egypt.

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: [UNFPA about us](#)



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Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above-mentioned products. The selected vendor is expected to provide such products, based on specific contract/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:	<i>Ms. Noha El Maraghy</i>
Tel N°:	<i>+202-27067085</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Thursday 5th of May 2016. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items
 - Providing samples of similar production is **essential/mandatory**
- 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

Hard Copies and Samples:

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, are to be delivered by hand in TWO separate envelopes (Technical and Financial) both marked as follows:

UNFPA/EGY/RFP/16/003, Company Name

Attention: Ms. Noha El-Maraghy/ Admin & Procurement Assistant

Quotation for: Production of Booklet and Flyer needed for the GBV Costing Survey Event

Address :

Country Office Address:
 UNITED NATIONS POPULATION FUND
 31 Palestine St., Intersection of 270 St.,
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Deadline for Submission: Thursday, May 12th 2016 at 4:00 PM Cairo Time.



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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

UNFPA shall award a Purchase Order / Contract 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 production (goods), 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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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](#).



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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 Dr. Magdy Khaled, Assistant Representative/Office in Charge at [khaled@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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	12/05/2016
Request for quotation N°:	UNFPA/EGY/RFQ/16/003
Currency of quotation:	LE
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	3 MONTHS

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (LE)
1					
2					
3					
4					
5		Each		1	
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/EGY/RFQ/16/003 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



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**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](#)



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ANNEX II:

Terms of Reference

Production of Booklet and Flyer needed for the GBV Costing Survey Event

Background:

Gender-based violence is perceived as one of the most severe forms of gender inequality and it remains one of the most pervasive human rights violations of modern time. It is an issue that affects women disproportionately as it is directly connected with the unequal distribution of power between women and men; thus, it has a profound effect on economies, families, communities and societies as a whole. Identifying the economic costs of gender-based violence will contribute to better-informed decision-making in this area and support the comprehensive process of policy development.

UNFPA Egypt is exerting a lot of effort to tackle this issue by highlighting the cost of gender based violence and in that sense; UNFPA communication team needs to contract a print house agency for the production of a booklet with an inserted flyer for addressing the cost of GBV and its effect on the Egyptian society.

Responsibilities:

The selected company will be responsible for printing booklets with inserted flyers.

Specifications of the booklet:

- 100 -120 Pages (2 sided)
- A4 page size
- 4 colors
- Booklet includes 9 different chapters; each chapter with a different color with a separator and chapter label.
- Cover (A3 size) to be folded with the flyer inserted in inside pocket.
- Cover is 300 gram (average)
- Inside pages is 200 gram (average)
- Cover and inside pages are laminated
- Arabic and English copies are needed



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Deliverables:

- Production of the needed booklets with the inserted flyers (design will be provided by UNFPA)

2 different quotations are needed as follows:

- **Option No. 1** - 500 copies (350 Arabic and 150 English)
- **Option No 2.** - 1000 copies (700 Arabic and 300 English)

Timelines:

- **Option No. 1** (500 copies): Production of the needed booklets with the inserted flyers shall be ready after 5-7 working days after signing the contract.
- **Option No. 2** (1000 copies): Production of the needed booklets with the inserted flyers (first 500 copies shall be ready after 5-7 working day) and remaining 500 copies shall be ready 10 working days

Competencies:

Professionalism:

The selected company has to demonstrate solid experience in the domain of printing and production, ability to work under strict deadlines and flexibility to accommodate various requests and needs of the client/s.

Teamwork:

Proven teamwork experience will be highly considered.

Coordination:

UNFPA will closely collaborate with the selected company to ensure the smooth and timely implementation of the assignment.

Supervision

UNFPA will provide job-related guidance in a timely, constructive and appropriate manner through UNFPA Team.



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