

Date: 10 Feb 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/EGY/RFQ/21/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product Description	Unit of Measure and example for required product	Quantity
1	Branded Curtains	EU, UNFPA and MoHP logos (in that order) Project name تعزير استراتيجية مصر القومية للسكان بدعم من الاتحاد الأوروبي White, non-transparent, 4 color printing	150X150 cm  برنامج دعم خدمات الصحة الإنجابية المتكاملة ولتنظيم الأسرة في مصر	250
2	Branded Paravans	EU, UNFPA, MoHP logos Triple metal sheets, White cotton fabrics, full color printing,	Standard 	250
3	Branded Plexi Plaques for warehouses	EU, UNFPA, MoHP logos تم تجهيز هذا المخزن في إطار مشروع تعزير استراتيجية مصر القومية للسكان بدعم من الاتحاد الأوروبي full color printing, 3mm, decoration nails	50X53 cm 	250
4	Branded Plexi Plaques for WHC	EU, UNFPA, MoHP logos تم تجهيز هذا النادي في إطار مشروع تعزير استراتيجية مصر القومية للسكان بدعم من الاتحاد الأوروبي full color printing, 3mm, decoration nails	50X53 cm 	250
5	Branded Plexi Plaques for YFS	EU, UNFPA, MoHP logos عيادة صديقة للشباب full color printing, 3mm, decoration nails	50X53 cm 	250



This Request for Quotation is open to all legally-constituted companies as well as local LTA's holder that can provide the requested products 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 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](#)

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 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>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Wednesday 17 February 2021, 02:00pm Cairo 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:
 - The bidder shall be required to quote for all items.
- 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 address indicated below no later than : Wednesday, 24 February 2021, 02:00pm Cairo time.

Name of contact person at UNFPA:	<i>Operations Unit</i>
Official Email address for UNFPA Egypt CO	<i>egypt.tenders@unfpa.org</i>



Please note the following guidelines for electronic submissions to UNFPAs PSBs dedicated email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/EGY/RFQ/21/002 – [Visibility Materials for FP Centers]**. 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 **10 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 Ms. Noha El-Maraghy at: elmaraghy@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 Aleksandar Bodiroza, Egypt Country Office Representative bodiroza@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

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/EGY/RFQ/21/002
Currency of quotation:	EGP
Validity of quotation:	<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>

- Quoted rates must be exclusive of all taxes, since UNFPA is exempt from taxes.
 Example Price Schedule below:

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (EGP)
1	Branded Curtains	Each		250	
2	Branded Paravans	Each		250	
3	Branded Plexi Plaques for warehouses	Each		250	
4	Branded Plexi Plaques for WHC	Each		250	
5	Branded Plexi Plaques for YFS	Each		250	
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/EGP/RFQ/21/002 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