

## Template Emergency ITB document



United Nations Population Fund (UNFPA)  
Egypt Country Office  
70A Nahda st., intersection with street #22  
Sarayat Maadi, Maadi, Cairo, Egypt.  
Website: [www.unfpa.org](http://www.unfpa.org)

**Date: 13 June 2023**

### **Invitation to Bid (ITB) No. UNFPA/EGY/ITB/23/011**

#### **Supply and deliver 10,000 Dignity Kits for Sudan Humanitarian Response**

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following items with the following technical specifications:

#### **Supply and deliver 10,000 Dignity Kits for Sudan Humanitarian Response - Sudanese Evacuated Women in Egypt**

**The 10,000 required Dignity kits will be supplied into 2 Batches to Aswan Governorate and each kit must contain the following items:**

<b>Item</b>	<b>Description</b>	<b>UOM</b>	<b>Specifications</b>
<b>1</b>	Bath soap	1 Pack (Set of Two)	Anti-bacterial, hypoallergenic and mildly scented, 100gm-packed in plastic holder, fresh production/life shelf is one year
<b>2</b>	Detergent	1	Detergent/washing powder (100gm), fresh production/life shelf is one year
<b>3</b>	Toothpaste	1	Concentrated paste with fluoride, 75 ml, fresh production/life shelf is one year
<b>4</b>	Toothbrush	1	Plastic Toothbrush, adult size, individually wrapped
<b>5</b>	Hair Shampoo	1	Hypo-allergenic, PH factor 5.5 250ml, for different kind of hair, fresh production/life shelf is minimum one year
<b>6</b>	Hair Comb	1	Durable plastic, size between 20 cm and 40 cm max., large tooth comb with handle, assorted colors
<b>7</b>	Whistle	1	Durable plastic, with a lanyard, assorted colors, coating is free of harmful or toxic substances

8	Slippers	1	High-quality rubber sole with PVC strap, size between 6 and 9 inches. assorted colors
9	Sanitary pads	2	Disposable, non-woven tissue, cotton touch feel top sheet, thin, highly absorbent, individually wrapped in pack, each pad includes plastic cover for discreet disposal, for heavy and medium menstruation
10	Sanitary wipes	1	Anti-bacterial, hypoallergenic and mildly scented - Pack of 100, multi opening function, fresh production/life shelf is one year
11	Female underwear	3	Thick fabric, not transparent, durable, skin-friendly, not containing any allergenic substances ,95% cotton plus 5% lycra, assorted sizes L-XL-XXL & different colors
12	Bath towel	1	Size 70 cm (width) x 140 cm (length), weight: 220 g minimum, thick and absorbent, assorted colors, fixed dye and free of harmful or toxic substances
13	Toilet paper	2	Toilet paper: twin ply, clean and free from foreign matter, stains and holes, 300 sheets/roll, with clean separation at the perforations, 100 mm x 135mm (each sheet) minimum
14	Polyester orange/black tote bag	1	Branded, one side printing orange/black tote bag, Polyester fit to put all items in it (Estimated size 80cmx 40cm)

If you are interested in submitting a bid for these items/services, kindly fill in the attached submission form and submit it in a sealed envelope to the address indicated below /send to the secure email address indicated below/ not later than: **Saturday 17<sup>th</sup> June 2023 at 22:00 Cairo local time.**

**Please ensure to mark your envelope/email with the ITB reference number (UNFPA/EGY/ITB/23/011) and the words “Sealed bid. Do not open before Saturday 17<sup>th</sup> June 2023 at 22:00 Cairo local time.**

Street address for bid submission:**70A Nahda St., intersection with street #22, Sarayat Maadi, Maadi, Cairo, Egypt**

Secure email address for bid submission : [Egypt.tenders@unfpa.org](mailto:Egypt.tenders@unfpa.org)

Email address of Contact Person: [shoukry@unfpa.org](mailto:shoukry@unfpa.org), Operations Manager

**Note: Do not submit your bid/proposal to the contact person’s email address!**

Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

**Documents to be submitted with the bid:**

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Evidence of Bidder's previous experience and clients
- d. Technical bid, including product catalog to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents.
- e. Financial bid including the price schedule.

Partial bids are **not allowed** under this ITB. Note: Partial bids mean that the bidder does not have to offer all requested commodity types in order to submit a complete bid. However, within each commodity type, full quantities must be offered.

**Validity of Bid:**

The prices of the bid shall be valid for **(90 days)** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

**Delivery Time:**

The maximum allowed delivery time is **7 days** (one week) upon issuing of purchase order

**Evaluation of Bids:**

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

**Contract Award:**

UNFPA shall award a contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time.

Note: if partial bids are allowed, the lowest evaluated bidder will be evaluated by commodity type.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Attachments:**

- **Bid Submission Form**
- **Bidders Identification Form**
- **Technical specification and requirements of the product (Product Item Overview Form)**
- **Price Schedule Form**



**2. Bidders Identification Form**  
 Bid No. UNFPA/EGY/ITB/23/011

**1. Organization**

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. **Quality Assurance Certification**

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

3. **Expertise of Staff**

Total number of staff	
Number of staff involved in similar supply contracts	

4. **Client Reference List**

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

5. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

### 3. Product Item Overview Form

Item No.	UOM	Description and minimum /mandatory specifications	Description of items offered and Bidder's statements on deviations  (To be completed by the bidder)	Compliant? (Y/N)  (To be completed by UNFPA during evaluation)
1	1 Pack (Set of Two)	Anti-bacterial, hypoallergenic and mildly scented, 100gm-packed in plastic holder, fresh production/life shelf is one year		
2	1	Detergent/washing powder (100gm), fresh production/life shelf is one year		
3	1	Concentrated paste with fluoride, 75 ml, fresh production/life shelf is one year		
4	1	Plastic Toothbrush, adult size, individually wrapped		
5	1	Hypo-allergenic, PH factor 5.5 250ml, for different kind of hair, fresh production/life shelf is one year		
6	1	Durable plastic, size between 20 cm and 40 cm max., large tooth comb with handle, assorted colors		
7	1	Durable plastic, with a lanyard, assorted colors, coating is free of harmful or toxic substances		



<b>8</b>	1	High-quality rubber sole with PVC strap, size between 6 and 9 inches. assorted colors		
<b>9</b>	2	Disposable, non-woven tissue, cotton touch feel top sheet, thin, highly absorbent, individually wrapped in pack, each pad includes plastic cover for discreet disposal, for heavy and medium menstruation		
<b>10</b>	1	Anti-bacterial, hypoallergenic and mildly scented - Pack of 100, multi opening function, fresh production/life shelf is one year		
<b>11</b>	3	Thick fabric, not transparent, durable, skin-friendly, not containing any allergenic substances ,95% cotton plus 5% lycra, assorted sizes L-XL-XXL & different colors		
<b>12</b>	1	Size 70 cm (width) x 140 cm (length), weight: 220 g minimum, thick and absorbent, assorted colors, fixed dye and free of harmful or toxic substances		
<b>13</b>	2	Toilet paper: twin ply, clean and free from foreign matter, stains and holes, 300 sheets/roll, with clean separation at the perforations, 100 mm x 135mm (each sheet) minimum		

14	1	Branded, one side printing orange/black tote bag, Polyester fit to put all items in it (Estimated size 80cmx 40cm)		
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#### 4. Price Schedule Form

**Name of Bidder:** \_\_\_\_\_  
**Date of Bid:** \_\_\_\_\_  
**Bid No:** \_\_\_\_\_  
**Currency of Bid price:** \_\_\_\_\_

**Delivery time** (days from receipt of order till dispatch):

**(Note: maximum number of days is: 7 days)**

**Expiration of Validity of Bid/Proposal** (The bid shall be valid for a period of at least 3 months after the Closing date.): \_\_\_\_\_

Item	Description	Technical Specifications	Quantity	UOM	Total USD
<b><i>Dignity kits to be supplied in within one week from issuing the PO for each Batch</i></b> <b><i>First Batch = 5000 Dignity Kits</i></b> <b><i>Second Batch = 5000 Dignity Kits</i></b>					
1	Bath soap	Anti-bacterial, hypoallergenic and mildly scented, 100gm- packed in plastic holder, fresh production/life shelf is one year	10,000		
2	Detergent	Detergent/washing powder (100gm), fresh production/life shelf is one year	10,000		
3	Toothpaste	Concentrated paste with fluoride, 75 ml, fresh production/life shelf is one year	10,000		
4	Toothbrush	Plastic Toothbrush, adult size, individually wrapped	10,000		
5	Hair Shampoo	Hypo-allergenic, PH factor 5.5 250ml, for different kind	10,000		

		of hair, fresh production/life shelf is one year			
6	Hair Comb	Durable plastic, size between 20 cm and 40 cm max., large tooth comb with handle, assorted colors	10,000		
7	whistle	Durable plastic, with a lanyard, assorted colors, coating is free of harmful or toxic substances	10,000		
8	slippers	High-quality rubber sole with PVC strap, size between 6 and 9 inches. assorted colors	10,000		
9	Sanitary pads	Disposable, non-woven tissue, cotton touch feel top sheet, thin, highly absorbent, individually wrapped in pack, each pad includes plastic cover for discreet disposal, for heavy and medium menstruation	10,000		
10	Sanitary wipes	Anti-bacterial, hypoallergenic and mildly scented - Pack of 100, multi opening function, fresh production/life shelf is one year	10,000		
11	Female underwear	Thick fabric, not transparent, durable, skin-friendly, not containing any allergenic substances ,95% cotton plus 5% lycra, assorted sizes L-XL-XXL & different colors	10,000		
12	Bath towel	Size 70 cm (width) x 140 cm (length), weight: 220 g minimum, thick and absorbent, assorted colors,	10,000		

		fixed dye and free of harmful or toxic substances			
13	Toilet paper	Toilet paper: twin ply, clean and free from foreign matter, stains and holes, 300 sheets/roll, with clean separation at the perforations, 100 mm x 135mm (each sheet) minimum	10,000		
14	Polyester orange/black tote bag	Branded, one side printing orange/black tote bag, Polyester fit to put all items in it (Estimated size 80cmx 40cm)	10,000		
<b>TOTAL COST / EACH DIGNITY KIT</b>					
<b>2. Assembling &amp; Transportation</b>					
1	Assembling cost	Cost of packaging the approved selected items into tote bags to be ready for distribution			
2	Transportation 1 (1 <sup>ST</sup> Batch)	Cost of transporting 5000 dignity kits to Aswan Governorate in June 2023			
3	Transportation 1 (2 <sup>nd</sup> Batch)	Cost of transporting 5000 dignity kits to Aswan Governorate in August			

**Note: The Delivery of the kits can be made into two batches and will be delivered to Aswan governorate. The CO will advise the awarded supplier on the exact location and the exact entity who will be receiving the kits.**

*Vendor's Comments:*

**PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA WITHIN THE REQUIRED BID VALIDITY PERIOD, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF**

SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

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**Name and title** **Date and Place**