

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

Date: 9 July 2023

Extending the deadline for

Invitation to Bid (ITB) No. UNFPA/EGY/ITB/23/018

Supply and deliver 10,000 Dignity Kits for Sudanese Evacuated Women in Egypt

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 Sudanese Evacuated Women in Egypt

Each Dignity kit shall include the following items :

Item	Description	UOM	Specifications
1	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
2	Detergent	1	Detergent/washing powder (100gm), fresh production/life shelf is one year
3	Toothpaste	1	Concentrated paste with fluoride, 75 ml, fresh production/life shelf is one year
4	Toothbrush	1	Plastic Toothbrush, adult size, individually wrapped
5	Hair Shampoo	1	Hypo-allergenic, PH factor 5.5 250ml, for different kind of hair, fresh production/life shelf is minimum one year
6	Hair Comb	1	Durable plastic, size between 20 cm and 40 cm max., large tooth comb with handle, assorted colors
7	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	Tote Bag	1	Branded, one side printing tote bag of durable material with an estimated dimension of 40cm W X 40 cm H and 20 cm Depth. Two long handles 4cm W and 60cm long and a zipper to protect the items inside the bag.

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: **Monday 17th July 2023 at 14:00 Cairo local time.**

Please ensure to mark your envelope/email with the ITB reference number (UNFPA/EGY/ITB/23/018) and the words “Sealed bid. Do not open before Monday 17th July 2023 at 14:00 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

Email address of Contact Person: 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. *(Bids to be submitted in USD while in case a local bidder successfully won the bid, payment will be made with the equivalent of EGP using the prevailing UN rate at the time of awarding the contract.*
- f. Samples of a complete one Kit (14 items requested) to be delivered to UNFPA CO address (70A Nahda Street, Maadi, Cairo) for inspection by the closing date of submitting the bids **"Monday 17th July 2023 at 14:00 Cairo local time."**
- g. Upon concluding ITB the evaluation process , Unsuccessful suppliers will be notified via email to collect their samples from UNFPA CO office.

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.

INCOTERMS 2010:

- Price of goods FOB/FCA Point of Departure
- Freight cost CPT/CFR (Cairo, Egypt)

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**

1. Bid Submission Form

Name of Bidder: _____
Contact Person: _____
Title: _____
Email Address: _____
Telephone Number: _____
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.*): _____

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/resources/unfpa-general-conditions-contract> **and we will abide by this bid/proposal until it expires.**

We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.

Name and title

Date and Place

2. Bidders Identification Form
 Bid No. UNFPA/EGY/ITB/23/018

1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co.Ltd, NGO/institution/other (please specify)	
Organizational Type: 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		

8	1	High-quality rubber sole with PVC strap, size between 6 and 9 inches. assorted colors		
9	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	1	Anti-bacterial, hypoallergenic and mildly scented - Pack of 100, multi opening function, fresh production/life shelf is one year		
11	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	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	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 tote bag of durable material with an estimated dimension of 40c m W X 40 cm H and 20 cm Depth. Two long handles 4cm W and 60cm long and a zipper to protect the items inside the bag.		
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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
<i>Dignity kits to be supplied in within one week from issuing the PO for each Batch</i> <i>All 10,000 Kits will be distributed in Cairo governorate. Detailed distribution plan will be shared with the successful bidder upon issuing the PO</i>					
1	Bath soap	Anti-bacterial, hypoallergenic and mildly scented, 100gm- packed in plastic holder, fresh production/life shelf is one year	10,000	1 Pack (set of 2)	
2	Detergent	Detergent/washing powder (100gm), fresh production/life shelf is one year	10,000	EA	
3	Toothpaste	Concentrated paste with fluoride, 75 ml, fresh production/life shelf is one year	10,000	EA	
4	Toothbrush	Plastic Toothbrush, adult size, individually wrapped	10,000	EA	
5	Hair Shampoo	Hypo-allergenic, PH factor 5.5 250ml, for different kind	10,000	EA	

		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	EA	
7	Whistle	Durable plastic, with a lanyard, assorted colors, coating is free of harmful or toxic substances	10,000	EA	
8	slippers	High-quality rubber sole with PVC strap, size between 6 and 9 inches. assorted colors	10,000	1 Pair	
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	Pack of 24	
10	Sanitary wipes	Anti-bacterial, hypoallergenic and mildly scented - Pack of 100, multi opening function, fresh production/life shelf is one year	10,000	1 Pack	
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	1 Pack (set of 3)	
12	Bath towel	Size 70 cm (width) x 140 cm (length), weight: 220 g minimum, thick and absorbent, assorted colors,	10,000	EA	

		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	1 Pack (Set of two rolls)	
14	Durable material Tote Bag (sample is required)	Branded, one side printing tote bag with estimated Dimension of 40c m W X 40 cm H and 20 cm Dept. Two long handles 4cm W and 60cm long and a zipper to protect the items inside the bag.	10,000	EA	
TOTAL COST / EACH DIGNITY KIT					
2. Assembling & Transportation					
1	Assembling cost	Cost of packaging and assembling the 10,000 kits with the selected items into the produced branded tote bags to be ready for distribution		LS	
2	Transportation	Distribution of kits will be within Cairo governorate in 5 selected safe spaces operated by UNFPA. Exact addresses and quantities will be communicated to successful bidder as per the CO distribution plan	5 governorates	LS	

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.

Name and title

Date and Place