



8<sup>th</sup> February 2024

**REQUEST FOR PROPOSAL (RFP)**  
**RFP Number UNFPA/EGY/RFP/24/001 (1)**

For the establishment of a:  
**LONG TERM AGREEMENTS**

In regards to:  
**PRODUCTION & SUPPLY OF DIGINTY KIT ITEMS FOR UNFPA EGYPT CO (2)**

**LETTER OF INVITATION**

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the Production & Supply of Dignity Kit items for UNFPA Egypt CO. Your company is hereby invited to submit your best Technical and Financial Bids for the requested goods & services. Your Bid could form the basis for Long Term Agreements (LTA) between your company and UNFPA.
2. To enable your company to submit a Bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Section VII:	Contractual Forms

3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause **19** Submission, Sealing and Marking of Bids.
4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause **19** Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than Sunday *17 March, 2024, at 11:00am Cairo Local time*<sup>1</sup>: **(3)**

- a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause **19.4** Submission of hard copy Bids, and should reach the following address:

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



**United Nations Population Fund, Cairo Office  
70A Nahda St., Intersection with St. No 22  
Near Maadi Grand Mall, Saryat El- Maadi,  
Cairo P.O. 11435 Egypt**

- b. If you choose to submit your Bid electronically, your Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 19.3 Submission of electronic Bids, should reach the email inbox of [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org). Do not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.
5. Bids received after the stipulated date and time will be rejected.
6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to: *Ms. Gina Shoukry, Operations Manager, [shoukry@unfpa.org](mailto:shoukry@unfpa.org)* no later than *[Sunday 3 March 2024 @ 14:00pm Cairo Local Time]* and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.
7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: *Ms. **Gina Shoukry, Operations Manager at email: [\[shoukry@unfpa.org\]](mailto:shoukry@unfpa.org)***.

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.

8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](#). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process:

Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.

9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.

10. This letter is not to be construed in any way as an offer to contract with your company/institution.

Yours sincerely,
<i>Ms. Noha El Maraghy</i>



United Nations Population Fund  
70A Nahda St., Saryat El- Maadi,  
Cairo.  
P.O. 11435, Egypt  
Email: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: <http://www.unfpa.org>

<p><i>UNFPA Procurement Associate</i> <i>UNFPA Egypt Country Office</i> <i>elmaraghy@unfpa.org UNFPA</i></p>



## Table of Contents

<b>SECTION I: INSTRUCTIONS TO BIDDERS</b>	<b>6</b>
<b>A. INTRODUCTION</b>	<b>6</b>
1. General	6
2. Eligible Bidders	6
3. Cost of Bid	8
4. Fraud and Corruption	8
5. Zero Tolerance	9
6. Disclaimer	9
<b>B. SOLICITATION DOCUMENTS</b>	<b>9</b>
7. UNFPA Bidding document (5)	9
8. Clarifications of Bidding documents (6)	10
9. Amendments to Bidding documents	10
<b>C. PREPARATION OF BIDS</b>	<b>11</b>
10. Language of the Bid	11
11. Bid currency and prices (7)	11
12. Conversion to single currency	11
13. Most favored pricing	11
14. Validity of Bids (8)	11
<b>D. SUBMISSION OF BIDS</b>	<b>12</b>
15. Documents establishing eligibility and conformity to Bid documents	12
16. Technical Bid	12
17. Financial Bid	12
18. Partial & Alternative Bids	13
19. Submission, sealing, and marking of Bids (10)	13
19.3. Submission of electronic Bids (11)	13
19.4. Submission of hard copy Bids (12)	14
20. Deadline for submission of Bid and late Bids	15
21. Modification and withdrawal of Bids	15
22. Storage of Bids	15
<b>E. BID OPENING AND EVALUATION</b>	<b>16</b>
23. Bid opening (13)	16
24. Clarification of Bids	16
25. Preliminary examination of Bids (14)	16
26. Non-conformities, errors, and omissions	17
27. Evaluation of Bids (15)	18
28. Technical evaluation (16)	18



29.	Supplier qualification requirements (17)	19
30.	Financial evaluation (18)	20
31.	Total score (19)	20
F.	AWARD OF LONG TERM AGREEMENT AND FINAL CONSIDERATIONS	21
32.	Award of long term agreement (LTA)	21
33.	Rejection of Bids and annulments	21
34.	Right to vary requirements and to negotiate at time of award	21
35.	Signing of the long term agreement (LTA)	21
36.	Publication of Contract Award	22
37.	Payment Provisions	23
38.	Bid protest	23
39.	Documents establishing sustainability efforts of the Bidder	23
	SECTION II: TERMS OF REFERENCE (TOR) (20)	24
	SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID	40
	SECTION II – ANNEX B: SPEND ANALYSIS AND DEMAND FORECAST	41
	SECTION III: GENERAL CONDITIONS OF CONTRACT	42
	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT	43
	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS	46
	SECTION VI: BID AND RETURNABLE FORMS	48
	SECTION VI – ANNEX A: BID CONFIRMATION FORM	49
	SECTION VI – ANNEX B: BID SUBMISSION FORM	50
	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM	51
	SECTION VI – ANNEX D: BIDDER DECLARATION FORM	53
	SECTION VI – ANNEX E: BIDDER’S PREVIOUS EXPERIENCE	55
	SECTION VI – ANNEX F: PRICE SCHEDULE FORM	56
	SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM	58
	SECTION VI – ANNEX H: CHECKLIST OF BID FORMS	59
	SECTION VII: CONTRACTUAL FORMS	62
	SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE	63
	SECTION VII – ANNEX B: BANK GUARANTEE FOR ADVANCE PAYMENT	64
	SECTION VII – ANNEX C: PERFORMANCE SECURITY	65



## SECTION I: INSTRUCTIONS TO BIDDERS

### A. INTRODUCTION

#### 1. General

- 1.1. UNFPA Egypt Country Office wishes to enter into non-exclusive **Long Term Agreements (LTAs)** with qualified suppliers for **provision of production and supply of Dignity kits to UNFPA Egypt Country Office in support of UNFPA's Programmes located in Egypt.**
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign non-exclusive Long-Term Agreements (LTAs) with multiple suppliers (at least three suppliers) for *Three (3) years*. In addition to the initial term, the LTA(s) will have the option of two consecutive years extension (LTA duration not to exceed 5 years in total), subject to satisfactory performance and price competitiveness.
- 1.3. In the event of UNFPA signing an LTA the following shall apply:
  - 1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems, located in Egypt, that wishes to avail itself of such terms, after written consent from UNFPA's Egypt Country Office;
  - 1.3.2. The LTA template specified in SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE, shall be used.
  - 1.3.3. UNFPA will not be committed to purchase any minimum quantity of the goods/services, and purchases will be made only if and when there is an actual requirement. UNFPA shall not be liable for any costs in the event that no purchase is made under any resulting LTA. All reductions in market prices provided by the supplier will be passed on in full to UNFPA.
  - 1.3.4. The successful Bidder(s) shall have the right to review their prices after the first 24 months from commencement of the LTA, and shall notify UNFPA in writing 90 days prior to the 24-month period of a proposed price decrease or increase. The successful Bidder(s) shall provide proper justification for any price increase. UNFPA shall be entitled to either accept the price decrease/increase or to cancel the LTA, and shall notify the successful Bidder(s) in writing of its decision.
- 1.4. Upon the establishment of the LTA(s) with successful Bidder(s). Secondary Bidding procedures are described in Section 35.5.

#### 2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested *products & services* and have legal capacity to deliver/perform in the country, or through an authorized representative.
- 2.2. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
  - 2.2.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design,



- specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
- 2.2.2. Submit more than one Bid in this Bidding process, except for alternative Bids accepted under instructions to Bidders clause **18** is not permitted. However, this does not limit the participation of subcontractors in more than one Bid.
- 2.2.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.
- 2.2.4. The following information must be disclosed in the Bid:
- 2.2.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
- 2.2.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
- 2.2.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
- 2.3. Bidders under declaration of ineligibility by UNFPA in accordance with clause **2** at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
- 2.3.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
- 2.3.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
- 2.3.3. Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
- 2.3.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
- 2.4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- 2.5. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause **4**, will be temporarily suspended or permanently debarred from business relations with UNFPA.
- 2.6. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
- 2.6.1. The completed Joint Venture Partner Information Form, SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and
- 2.6.2. All parties to the JV shall be jointly and severally liable; and
- 2.6.3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded an LTA, during the validity of the LTA.



### 3. Cost of Bid

- 3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

### 4. Fraud and Corruption

- 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
- 4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.
- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
- 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
  - 4.4.1. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - 4.4.2. "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
  - 4.4.3. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
  - 4.4.4. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - 4.4.5. "Obstructive practice" means acts intended to materially impede the exercise of UNFPA's contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
  - 4.4.6. "Unethical practice" means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
- 4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
- 4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for, or in executing, a UNFPA contract/agreement.
- 4.7. Any supplier participating in UNFPA's procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the





debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.

- 4.8. 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.
- 4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#)

## 5. Zero Tolerance

- 5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](#).

## 6. Disclaimer

- 6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

## B. SOLICITATION DOCUMENTS

### 7. UNFPA Bidding document (5)

- 7.1. This RFP document is posted on [United Nations Global Marketplace \(UNGMP\)](#).

- 7.2. Bidding documents consists of the following:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Annex A:	Instructions for Preparing Technical Bid
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Annex A:	Bid Confirmation Form
Annex B:	Bid Submission Form
Annex C:	Bidder Identification Form
Annex D:	Bidder Declaration Form
Annex E:	Bidder's Previous Experience
Annex F:	Price Schedule Form
Annex G:	Joint Venture Partner Information Form
Annex H:	Checklist of Bid Forms
Section VII:	Contractual Forms



Annex A:	Template of Proposed Long Term Agreement
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- 7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the Bid or result in the rejection of the Bid.
- 7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider's service. Bidders are encouraged to advise UNFPA if they disagree.
- 7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.

#### 8. Clarifications of Bidding documents (6)

- 8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

**Ms. Gina Shoukry, Operations Manager at [shoukry@unfpa.org](mailto:shoukry@unfpa.org)**

Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than **Sunday, 3 March 2024**, at [14:00 Cairo Local Time]<sup>2</sup>.

- 8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, ([www.ungm.org](http://www.ungm.org)) [and UNFPA Website and social media platforms.
- 8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

#### 9. Amendments to Bidding documents

- 9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.
- 9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.
- 9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

<sup>2</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



## C. PREPARATION OF BIDS

### 10. Language of the Bid

10.1. Bid documents and all related correspondence will be written in English.

10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

### 11. Bid currency and prices (7)

11.1. All prices shall be in US dollars (**USD**) only. Should the submitted Bid result in a LTA, UNFPA will enter the services into an e-procurement system maintained by SCMU that can only accommodate USD. Bidder(s) shall indicate in their offers the currency they would have used for a Bid in the absence of currency constraint. In order to mitigate financial risks, if the value of the USD changes by more than 10% against the indicated currency during the validity of the LTA, the successful Bidder may be asked to adjust the LTA USD prices using the UN exchange rate on the day of Bid submission deadline. The monthly [UN Operational Rate of Exchange \(UNORE\)](#) will be used to determine the percentage of change in USD value against the indicated currency.

11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the LTA.

### 12. Conversion to single currency

12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the [UN Operational Rate of Exchange \(UNORE\)](#) on the last day for submission of Bids.

### 13. Most favored pricing

13.1. By submitting a Bid, the Bidder certifies that the same goods/services have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

### 14. Validity of Bids (8)

14.1. Bids must remain valid for **90 calendar days** after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.



## D. SUBMISSION OF BIDS

### 15. Documents establishing eligibility and conformity to Bid documents

- 15.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses **16** Technical Bid and **17** Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.
- 15.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder's risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version.

### 16. Technical Bid

#### 16.1. Documents establishing the eligibility of the Technical Bid:

- 16.1.1. Completed and signed Bid Submission Form; SECTION VI – ANNEX B: BID SUBMISSION FORM, in PDF format. Note: if the bid submission form is not submitted or not signed, and provided the bidder has not indicated they do not accept any of the conditions required in this form, UNFPA shall consider that the bidder has accepted all such conditions. For the sake of good order, at the time of bid evaluation UNFPA will request the bidder to provide the signed Bid Submission Form.
- 16.1.2. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.
- 16.1.3. Completed Bidder Declaration Form; SECTION VI – ANNEX D: BIDDER DECLARATION FORM
- 16.1.4. Completed Bidder's Previous Experience; SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE in PDF format.
- 16.1.5. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in SECTION II – ANNEX B: INSTRUCTIONS FOR PREPARING TECHNICAL BID in PDF format
- 16.1.6. Supporting documents/information per the Supplier Qualification Requirements; SECTION V: SUPPLIER QUALIFICATION REQUIREMENT
- 16.1.7. Completed Joint Venture Partner Information Form; SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM in PDF format.
- 16.1.8. Copy of last **Four (4)** Years of audited financial statements.

### 17. Financial Bid

- 17.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.
- 17.2. Please consider the following information when completing the Price Schedule Form:



- 17.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX F: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.
- 17.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
- 17.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
- 17.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

### **18. Partial & Alternative Bids**

- 18.1. Partial Bids are **not allowed** under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.
- 18.2. Alternative bids are **not accepted**. In the event of a supplier submitting more than one bid, the following shall apply:
  - 18.2.1. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
  - 18.2.2. All bids will be rejected if no indication is provided as to which bids are alternative bids.

### **19. Submission, sealing, and marking of Bids (10)**

- 19.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.
- 19.2. UNFPA provides alternative methods of Bid submission:
  - 19.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause **19.3**.
  - 19.2.2. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause **19.4**
  - 19.2.3. Any of the above options is acceptable and only one method is required. In accordance with UNFPA's green procurement initiative, electronic submissions are strongly encouraged.

### **19.3. Submission of electronic Bids (11)**

- 19.3.1. Bidders must enter the following text in the subject line: UNFPA/EGY/RFP/24/001, *Company Name*, and specify "Technical Bid" or "Financial Bid". Example below:
  - 19.3.1.1. UNFPA/EGY/RFP/24/001 [*Company name*], Technical Bid email X
  - 19.3.1.2. UNFPA/EGY/RFP/24/001 [*Company name*], Financial Bid
  - 19.3.1.3. Submissions without this text in the subject line may be rejected.



- 19.3.2. Electronic submissions must be sent only to [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org). Bids received at [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org) mailbox shall not be opened before the scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.
- 19.3.3. The total size of the email submission must **not exceed 10 MB**, including e-mail body, attachments, and headers.
- 19.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance to what has been stated in clauses **16 & 17**. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “email X” sequentially, and the final “email Y – final”.
- 19.3.5. It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA’s email system. If you do not receive an auto-reply, inform **Ms. Gina Shoukry, Operations Manager at: [shoukry@unfpa.org](mailto:shoukry@unfpa.org)**.
- 19.4. Submission of hard copy Bids (12)**
- 19.4.1. Bidders must prepare one Original set of all Bid documents, In addition to the hard copy; Bidders should enclose their Bid documents in a USB or CD containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB or CD) for the Technical Bid and Financial Bid.
- 19.4.2. Marking of hard copy Bids
- 19.4.2.1. The **outer envelope** must be clearly marked with:

UNITED NATIONS POPULATION FUND

*Egypt Country Office*

*70 A Nahda St., Sarayat Maadi*

*Cairo, Egypt*

UNFPA/EGY/RFP/24/001, *Company Name*

Attention: *[Operations Unit]*

**TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**

**DO NOT OPEN BEFORE [Sunday 17 March 2024]**

- 19.4.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.
- 19.4.2.3. The **inner envelopes** must be clearly marked with:



UNITED NATIONS POPULATION FUND

*Egypt Country Office*

*70 A Nahda St., Sarayat Maadi*

*Cairo, Egypt*

*UNFPA/EGY/RFP/24/001, Company Name*

*Attention: [Operations Unit]*

**TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**

Submission 1 of 2: UNFPA/EGY/RFP/24/001 [*Company name*], Technical Bid

Submission 2 of 2: UNFPA/EGY/RFP/24/001 [*Company name*], Financial Bid

## 20. Deadline for submission of Bid and late Bids

- 20.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <http://www.timeanddate.com/worldclock/>, or contact the Bid focal point.
- 20.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

## 21. Modification and withdrawal of Bids

- 21.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
- 21.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 21.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 19 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL". Any revision to the Bid must be received by the deadline.
- 21.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

## 22. Storage of Bids

- 22.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA's RFP.





## E. BID OPENING AND EVALUATION

### 23. Bid opening (13)

- 23.1. UNFPA will conduct an internal Bid opening on **Monday 18 March 2024**, at UNFPA CO premises: 70A Nahda St., Maadi Sarayat, Maadi, Cairo, Egypt, 12:00 Cairo Local Time time]<sup>3</sup>.
- 23.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders' names and submitted documents shall be announced and recorded on the Technical Bid opening report.
- 23.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.
- 23.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders' names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.
- 23.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

### 24. Clarification of Bids

- 24.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

### 25. Preliminary examination of Bids (14)

- 25.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.
- 25.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
- 25.3. A substantially responsive Bid 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:
  - 25.3.1. Affects in any substantial way the scope, quality, or services specified; or
  - 25.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the LTA; or
  - 25.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 25.4. UNFPA considers material deviations to include, but not be limited to the following:

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<sup>3</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>





25.4.1. During preliminary examination of Bids

- 25.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;
- 25.4.1.2. The Bidder indicates in the Bid that they do not accept important LTA conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;
- 25.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.
- 25.4.1.4. Non-eligibility of the Bidder;
- 25.4.1.5. Financial information is included in the Technical Bid.

25.4.2. During technical evaluation of Bids and qualification of Bidders:

- 25.4.2.1. Bids do not reach the minimum threshold on technical score.
- 25.4.2.2. The Bidder does not meet the minimum conditions for qualification.

25.4.3. During Financial evaluation of Bids:

- 25.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause **26.1.3**
- 25.4.3.2. Required price components are missing;
- 25.4.3.3. The Bidder offers less quantity than what is required

25.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

## 26. Non-conformities, errors, and omissions

26.1. Provided that a Bid is substantially responsive:

- 26.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- 26.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 26.1.3. UNFPA shall correct arithmetical errors on the following basis:
  - 26.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;
  - 26.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

## 27. Evaluation of Bids (15)

- 27.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.
- 27.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of **70% (70% equivalent to 49 / 70 points of the technical evaluation scores)** and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.
- 27.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of LTA award shall not be disclosed to Bidders or any other person not officially concerned with such process until the LTA award is published.
- 27.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or LTA award decisions may result in the rejection of its Bid.
- 27.5. Notwithstanding from the time of Bid opening to the time of LTA award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

## 28. Technical evaluation (16)

- 28.1. The Technical Bid is evaluated on the basis of its responsiveness **Terms of Reference shown in Annex II and the evaluation criteria shown in Section II**, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

Criteria	[A] Maximum Points	[B] Points attained by the Bidder	[C] Weighting %	[B] x [C] = [D] Total Points
1. Technical proposal and detailed specification for each quoted items including actual pictures	100		15	
2. Quality of Samples (mandatory requirement to provide samples for all quoted items before the deadline)	100		30%	
3. Packing for each kit, packing for transporting in trucks with actual picture (requirement)	100		5%	
4. Proofed previous experience in supplying similar Kits (3 years will get full scoring points, 5%/33.3 points deduction for every year less than 3)	100		15%	

5. Responding to emergency requests and short notice (as example time needed for emergency supplying of 10,000 Kits is $\pm$ 21 calendar days from issuing the PO) . (1%/5points deduction for each extra day	100		20%	
6. Company profile & reputation in local or international markets	100		5%	
7. Company legal documents: Commercial registration (3%=30 points), tax registration card (3=30 points), financial statement for last 4 years (4%=40 points)	100		10%	
<b>GRAND TOTAL ALL CRITERIA</b>	<b>700</b>		<b>100%</b>	

## 28.2. Scoring Scale System

28.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

## 29. Supplier qualification requirements (17)

29.1. The responses from the Bidders compared to SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM and SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed LTA.

Number	Supplier Qualification Parameter	Bid is acceptable? (YES/NO)	Justification
1	Legal and regulatory requirements	UNFPA shall examine the Bid to confirm that it does not contain any material deviations,	

		reservation, or omission related to the General Conditions of Contracts (Section III)	
2	Bidder is established as a company and legally incorporated in the country		
3	Bidder is not a banned or suspended supplier		
4	Financial stability		
5	Bidder is experienced and technically capable of delivering the LTA		

29.2. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the LTA satisfactorily before deciding on award.

29.3. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

**30. Financial evaluation (18)**

30.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 27.2 and is considered qualified through the supplier qualification process described in clause 29. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

30.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX F: PRICE SCHEDULE FORM. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

$$\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}$$

**31. Total score (19)**

31.1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

$$\text{Total Score} = [70\%] \text{ Technical Score} + [30\%] \text{ Financial Score}$$



## **F. AWARD OF LONG TERM AGREEMENT AND FINAL CONSIDERATIONS**

### **32. Award of long term agreement (LTA)**

32.1. UNFPA intends to award multiple LTA(s) [at least three] to the Bidder(s) that obtains the [highest, second highest and the third highest...] combined score of the Technical and Financial evaluation.

32.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

### **33. Rejection of Bids and annulments**

33.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/Purchase Orders or if the Bidder from UNFPA's perspective is not in a position to deliver Purchase Orders that will be issued pursuant to the LTA(s).

33.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the LTA without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.

33.3. Bidders waive all rights to appeal against the decision made by UNFPA.

### **34. Right to vary requirements and to negotiate at time of award**

34.1. At the time of award of the LTA and any Purchase Order(s) pursuant to the LTA UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP without any change in the hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

34.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the LTA to ensure that the Financial Bid is competitive on all aspects of the price.

34.2.1. The purpose of negotiations of offers selected based on the 'cumulative analysis methodology' is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

34.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

### **35. Signing of the long term agreement (LTA)**

35.1. The procurement official will send the successful Bidder(s) the LTA valid for *three (3)* years with the possibility of extending additional 2 consecutive years (LTA duration not to exceed 5 years in total), which constitutes notification of award. Successful Bidder(s) shall sign and date the LTA, and return it to UNFPA within 10 calendar days of receipt of the LTA. To facilitate the process of signing the LTA, Bidders are expected to have reviewed the LTA template found in SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE of the Bidding documents prior to submitting a Bid. After receipt of any Purchase Order(s) issued



pursuant to the signed LTA, the successful Bidder shall deliver the goods and/or services in accordance with the delivery schedule outlined in the Purchase Orders.

- 35.2. The LTA will be established between the successful Bidder(s) and UNFPA to allow UNFPA to contract the provision of the specified goods/services. The resultant Agreement represents an offer on the part of the successful Bidder(s) to provide UNFPA with goods/services, at the prices agreed and under the Conditions of Contract detailed for the duration of the Agreement. These Agreements will not be considered as contracts, nor oblige UNFPA to any financial commitment whatsoever. Only Purchase Orders made pursuant to such Agreements will constitute a commitment on UNFPA's part.
- 35.3. UNFPA reserves the right to discontinue the agreements if the supplier's performance is not satisfactory to UNFPA.
- 35.4. Upon the establishment of the LTA with successful Bidder(s), the following secondary Bidding procedures will be followed each time there is a requirement for the goods and/or services (noting that UNFPA reserves the right to conduct secondary Bidding in the future through an on-line system):
- 35.4.1. A Request for Quotation (RFQ) will be sent to all the firms with whom an LTA has been signed for the required goods/services.
- 35.4.2. Bidder(s) will be required to provide their best FCA and CPT prices (for goods)/rates (for services), bearing in mind that the FCA/CPT prices (for goods)/rates (for services) cannot exceed the maximum ceiling unit prices in the LTA.
- 35.4.3. Bidder(s) will normally be given a maximum of two weeks to provide a quotation. Depending on the complexity of the request and the destination, more time may be given.
- 35.4.4. Quotations will be evaluated based on the lowest price most technically acceptable methodology. At the moment of submitting the RFQ the procurement official will provide indications on the evaluation parameters.
- 35.4.5. UNFPA reserves the right to either purchase CPT or FCA to nearest airport/port and to contract the freight component separately, whichever combination is in the best interest of UNFPA.
- 35.4.6. UNFPA reserves the right to accept all or part of the Quote.
- 35.4.7. Depending on the quantities being requested at the secondary Bidding stage or the complexity of the need, Bidders may be requested to provide a performance security.
- 35.4.8. The successful Bidder(s) may be requested to quote for goods and/or services not covered by the LTA; these should be clearly identified as non-LTA items in the Quote.
- 35.4.9. Bidder(s) invited to a secondary Bidding that systematically fail to respond regularly to UNFPA RFQs without valid justification may not continue to be invited to submit Quotes.

### **36. Publication of Contract Award**

- 36.1. UNFPA will publish the contract award on [United Nations Global Marketplace](#) with the following information: Supplier Name and Country, Description of the Goods or Services and the date of the contract.



United Nations Population Fund  
70A Nahda St., Saryat El- Maadi,  
Cairo.  
P.O. 11435, Egypt  
Email: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: <http://www.unfpa.org>

36.2. Additionally, for every Purchase Order UNFPA will publish on [United Nations Global Marketplace](#), unless it is deemed to be in the interest of UNFPA not to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Purchase order amount and the issue date of the purchase order.

### **37. Payment Provisions**

37.1. UNFPA's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

### **38. Bid protest**

38.1. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a LTA may complain to the UNFPA Head of the Business Unit [Ms. Germaine Haddad, Assistant Representative/OIC] at [[ghaddad@unfpa.org](mailto:ghaddad@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 of the Supply Chain Management Unit (SCMU) at [procurement@unfpa.org](mailto:procurement@unfpa.org).

### **39. Documents establishing sustainability efforts of the Bidder**



39.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>, or by contacting Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org)). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.

## SECTION II: TERMS OF REFERENCE (TOR) (20)


### N.B:



\* Please note that for fair and transparent evaluation methodology; sample for each item is a mandatory requirement (proposals without samples will not be accepted).

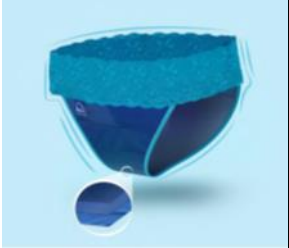

\* All provided pictures are generic for the needed product with no favorize to any brands.

Item #	Item Description	Specifications	Unit of Measure	Image
1	Toilet Soap with a plastic holder	<p>Toilet soap abr.100-110gm bar. Antibacterial and hypoallergenic. Unscented. Free from harmful and dangerous substances. Glycerin approx. 1 % Others: approx. 29%pH Value (conc. 1% at 40°C) : 9-11.Does not contain fat from pig; The level of sodium hydroxide shall not be more than 0.3%. Targeted shelf life 80%., Suitable for both baby and adults, preferably non-scented, firm and smooth in texture. Able to form a good lather. May also contain suitable quantities of coloring matter. Bar soap should be individually wrapped.</p> <p><b>Specification for plastic holder:</b> A soap box which is a two-piece Plastic box. Fit should be proper when closed. Suitable size for the soap offered as above. No harmful dyes and chemicals in the plastic as per REACH.</p> <p><b>Primary packaging:</b></p> <p>The soap bar shall be individually wrapped in a laminated paperboard packaging, which is able to minimize moisture loss, inhibit mold growth and prevent development of coloured stains etc. The wrapped soap bar shall be placed in the plastic holder. Environmental friendly packaging is highly recommended.</p> <p>No mold growth in packaging during transportation.</p>	Bar of toilet soap with a plastic holder	
2	Detergent/washing Powder	<p>Detergent/washing powder (500gm), (no phosphates, phthalates, chlorine, toxins, dyes or masking agents. The active ingredient shall be the anionic, cationic or non-ionic. The formulation may contain one or more of the builders or additives. The active ingredient used shall be biodegradable form. The detergent shall be homogenous powder,</p>	Pack of 500gm	



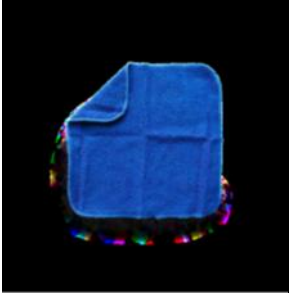


		<p>free flowing, free from visible impurities, abrasives and organic solvents and readily soluble in water. The material shall not give an unpleasant odour and shall give good lather. When stored or transported under normal conditions in the original container, the powder shall not cake into lumps.</p> <p><b>Primary packaging:</b>          The detergent shall be packed in containers or plastic pouches so that they are strong enough to withstand normal handling and transportation and that will prevent leakage and contamination of the product.</p>		
3	Disposable Menstrual Pads	<p>Female disposable (single use) sanitary pads with wings to manage menstruation and to maintain a menstrual health. Supplied as unscented menstrual pads. Each napkin include plastic cover for discreet disposal. It shall be safe for skin contact and shall not cause any allergy or irritation and applicable standards shall be referred while selection of raw materials. Size: Extra Large: Size and absorbent capacity must be suitable for heavy flow. Extra-large size, thin, with length 260mm to 300mm and width excluding wings shall be 60mm–100mm. Absorbency shall be 30-40 ml when measured as per standard test method Wear Time: Shall be able to wear for 4-6 hours. Shelf life shall be minimum 3 years from date of production with minimum 80% of total shelf life on delivery. Primary packaging: 10 one size units per pack. Primary package shall be a plastic type with good seal integrity to protect the item from moisture and contamination during storage and transportation. Labelling: Printing on primary packing shall have manufacturers name and address, product name, size of the pad, Lot/batch No, Date, month and year of manufacture, expiration date, Number of Napkins, caution statements. Further details and specifications can be found here <a href="https://www.unfpa.org/sites/default/files/resource-pdf/Specifications%20Disposable%20Menstrual">https://www.unfpa.org/sites/default/files/resource-pdf/Specifications%20Disposable%20Menstrual</a></p>	Pack of 28-30	



		%20Pads%20-%20UNFPA%2C%20UNHCR%2C%20UNICEF.pdf		
4	Small dark plastic bags (disposal)	<p>Plastic bag 28cm x 18 cm for disposal of used menstrual pads, snap-lock. Strong preference for biodegradable bags, non-transparent material.</p> <p><b>Packaging:</b> Primary packaging should be each 30 bags packed in a clean pouch. Labelled with product name, materials used, manufacturer name and address.</p>	Pack of 30	
5	Female Underwear	<p>Women's underwear (panties) of <b>brief type</b> with elastic waistband, elastic leg openings and crotch panel lined with absorbent material such as cotton.</p> <p>Made of breathable and stretchable material. Not transparent. Made of 90% (+5%) cotton or blend of cotton with other fabric types such as spandex. The elastic band and cloth material should be of good quality to overcome the repeated hand or machine wash with soap and water. Free from harmful or dangerous substances. Not containing any allergic substances.</p> <p>Size: Large (US12, UK16, EU44 - waist 75 - 81 cm, hips 105-113 cm).</p> <p>Size: Medium (US8, UK12, EU40 - waist 68cm-72cm, hips 95cm-100cm). Solid Color black or dark, fixed dye.</p> <p>Size shall be as per international size guide.</p> <p>Final product should be free of any sewing defects such as loose stitches. Product should be free from odour such as sweat, alcohol, kerosene, any aromatic smell etc.</p> <p><b>Packaging:</b> Primary packaging should be each packed in a clean and transparent pouch. Labelled with product name and size, materials used, manufacturer name and address.</p>	Each	

6	<p>Period panties, multi colors , Size Small, Medium , Large and X Large</p>	<p>These absorbent underpants have multiple layers of microfiber polyester. They look like regular underwear, but they're designed to keep moisture away from your skin as they soak up menstrual blood.</p> <p>Product shall consist of a top sheet, middle absorbent core consisting of cotton, polyester and other absorbent fabrics and a leak proof layer consisting of typically, polyurethane laminate (PUL) at the bottom.</p> <p>Top sheet shall be the high absorbance layer and shall be fluid transporting to the below absorbent core.</p> <p>Top sheet is made of materials such as organic topped cotton or bamboo velour, hemp fleece, cotton flannel, cotton jersey and cotton fleece poly jersey etc.</p> <p>The absorbent core is made of materials such as Cotton Terry Toweling, Cotton Fleece, Hemp Fleece, Bamboo Fleece and Bamboo Terry, Cotton jersey, Zorb, Microfiber terry etc.</p> <p>Product shall have securement mechanisms such as plastic buttons, waist strap, velcro, etc or similar for the wings to firmly attach the product to underwear to prevent dislocation while use.</p> <p>Product shall be unscented only.</p> <p>The pads shall be free from acids and alkali, free from dust and particulate matter, free from bad odour, no bleeding of colour, and free from shedding fibres. It shall be free from chemical residues like chlorine, herbicides, pesticides, heavy metals, azo dyes etc as per REACH regulations.</p> <p>The total viable bacterial count, when determined in accordance with EN ISO 6887-1 or equivalent, shall not exceed 1000 CFU per gram of sanitary pad/towel and shall be free from Enterobacteriaceae, Staphylococcus aureus, and Pseudomonas aeruginosa etc.</p> <p>Products shall be capable of being soaked and washed thoroughly in water up to 60 deg C using soap/laundry detergent. After washing with soap, they shall be able to be dried well for reuse.</p> <p>Wear Time: Shall be able to wear for 4-6 hours.        pH of the extract shall be 6-8.5</p>	Each	  
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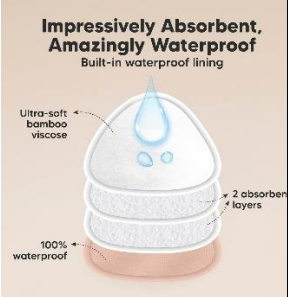






	<p>Colour fastness: The product shall have a colour fastness of 4 and above.</p> <p>Durability: The product shall be able to withstand 60 washes minimum during hand/machine wash.</p> <p>The seam line shall be free of loose threads and neat. It shall have dimensional stability with good tensile strength and seam strength.</p> <p>A claim on biodegradability and composting for the product shall be accompanied with independent third-party certification as per applicable ISO/EN standards.</p> <p>Regular: Regular with length 180 mm to 220mm and width 60mm–100mm excluding wings</p> <p>Maxi (large): Maxi with length 220mm to 260mm and width 60mm–100mm excluding wings.</p> <p>Super maxi (extra-large): Supermaxi with length 260mm to 300mm and width 60mm–100 mm excluding wings.</p> <p>Must be multilingual: Arabic &amp; English</p> <p>Instructions for use and shall include use, wash and care instructions, preferably by QR code or by pictograms.</p> <p>Indication as to which side is absorbent; Safety warnings if any; Recommendation on wear time during menstruation. Recommendation and indications as to when to dispose the product and disposal method.</p> <p><b>Primary Packaging:</b></p> <p>The supplier shall be capable of meeting the following packaging option</p> <p>(a) One pack shall have 2 units of in a durable packaging.</p> <p>The primary package material shall be made of suitable materials, which are sealed to protect the pads from moisture, soiling and contamination during storage and transportation. The instructions of use to be supplied as an insert in the primary packaging.</p>		
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7	Reusable microfiber towel	<p>Micro-fibre Towel is a synthetic fabric consisting of ultra-fine fibres. These fibres generally have diameters measuring less than 10 micro-meters and have denier weights under 0.7 D. Comparatively, a single strand of silk is around 1 D, making micro-fibre one of the world's finest forms of textile fibre.</p> <p>At least 2 two years' sturdy tissue, washable and water/leak proof, color fastness, 100% cotton, size M and L, assorted colors. 100% polyester, and at least holds 50 mL of liquid, safe, secured, health and comfortable.</p> <p>Cotton towel, 20 x 20 cm size          Material: Hydrophilic "tetra" cotton.          Density approx 90 g/m<sup>2</sup>          Washable in chlorine. Non-sterile. Supplied with: Manufacturer's instruction for use.</p> <p><b>Packaging and labelling:</b> Packed in polythene bags with the following options:          Option 1 - Individual towel packed in a bag with each towel (folded 4 times) and placed in an export carton          Option 2 - 2 towel packed in a bag with each towel folded (4 times) placed in an export carton</p> <p>Symbols</p>	pair	
8	Smart Menstrual Cycle	<p>Clock-style menstrual cycle tracking tool , wearable necklace- which can serve as both an easy -to-us period tracker and hands-on learning tool , a menstrual guide must come at least in two languages English and Arabic</p> <p><b>Packaging:</b> Primary packaging should be each packed in a clean and transparent pouch. Labelled with product name and size, materials used, manufacturer name and address.</p>	Each	 
9	Breast feeding Bra	<p>Breast feeding (nursing) bra is designed to provide quick and easy access to the breast for the purpose of breastfeeding an infant. It typically has flaps or panels that can be unclipped and folded down or to the side with one hand. Most often, pregnant women, 30-32 weeks of pregnancy, also use the breastfeeding bra.</p>	Each	





		<p>Component specification: Non-underwired and made of soft elastic cotton fabric that can accommodate slight expansion of breasts. Nursing bras made of breathable materials such as cotton so that no moisture could be trapped between the breast and bra. Cups should be with full coverage to the breasts. Should be with wide straps so that the weight is distributed well. Should come with adjustable clips. Each product should have a tag stitched to the bra marking the bra size and cup size.</p> <p>The front opening of the bra should be selected so that mothers can operate with one hand. It could be a simple crossover front, or it could come with flaps that open and close easily with one hand.</p> <p>Front and back pictures should be furnished at the time of quote.</p> <p>Colour should be solid. It could be Black, Ivory, white, grey or Navy.</p> <p><b>Instructions for use:</b> Must be multilingual: Arabic &amp; English</p> <p><b>Packaging:</b> Primary packaging should be each packed in a clean pack. Unit of measure is each. Printing on primary packing should have product name, size, address, Lot/batch No, Date, month and year of manufacture, include an infographic label to aid the selection of correct bra size.</p>		
10	Reusable breast-feeding Pad	<p><b>Product Description:</b> reusable nursing pads. A nursing pad (or breast pad) is a cloth pad worn against the nipple and breast of a nursing mother to absorb any milk that may leak between feedings. It is inserted between the bra and the breast.</p> <p><b>Material:</b> Two layers: 100% cotton top sheet (or other organic material), absorbent core with leakproof back; circle shape; Free of latex, plastics and perfumes; not containing allergic or dangerous substances, perfume and chlorine free. fixed dye if color.</p> <p><b>Specifications:</b> Soft, breathable and gentle reusable breast pads. Comes with an outer layer which is waterproof and resistant to slippage, and an absorbent inner layer to protect from leaks.</p> <p>Should be able to do hand wash. No linting, no loose threads, tailored to fit the natural shape of</p>	2 Pairs	 <p><b>Lasting, Easy Care</b></p> <ul style="list-style-type: none"> <li>Machine washable</li> <li>Dryer-friendly</li> </ul> <p><b>The Perfect Blend Of Comfort &amp; Softness</b></p> <p>Discreet fit</p>









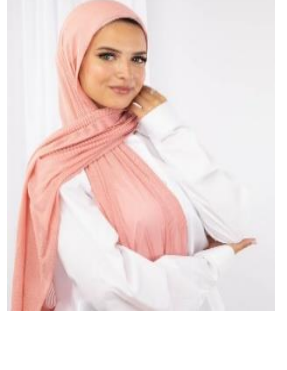

		<p>our breast. Solid colour preferably white, ivory, and light colours. No colour bleeding while washing.</p> <p>Should be free of chlorine, azodyes, natural rubber latex free, and other harmful chemicals.</p> <p><b>Size:</b> Diameter around 10cm minimum and weight around 10g. Measurement is indicative only.</p> <p><b>Packaging:</b> Shall supply as two pairs in a pouch.</p> <p><b>Shelf life:</b> Date of manufacturing shall not be more than 12 months at the time of dispatch.</p>		
11	Toilet paper	<p>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 13 5mm (each sheet) minimum</p> <p><b>Packaging:</b> Primary packaging should be each 2 rolls packed in a clean and transparent pouch. Labelled with product name, materials used, manufacturer name and address.</p>	1 Pack (Set of Two)	
12	Toothpaste for adults	<p>Toothpaste for adults 75ml Concentrated paste, with fluoride, free of parabens. Neutral flavor. The toothpaste shall be free of lumps or particles which are palpable in the mouth as separates or discrete particles. The toothpaste shall not segregate, ferment, or physically deteriorate during normal conditions of storage or use. Shelf life of 80%</p> <p><b>Primary packaging:</b> Tube material should be made of laminate: outer part polypropylene or HDPE, and inner part non-reactive, gas impermeable barrier layer of aluminum foil. The top end of the tube should have a rigid top with a shoulder to fit the nozzle and bottom end should be crimped to form a seal, with a flexible wall. The nozzle should have a cap to seal the tube.</p>	Each	
13	Toothbrush	<p>Toothbrush for adults , medium hardness (for personal hygiene) and individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components should be safe for use.</p>	Each	


		<p>Minimum length of handle 150mm made from plastic and shall be free from disagreeable odour;</p> <p>Cleaning element shall consist of nylon filaments, polyester filaments, poly butylene terephthalate filaments, thermoplastic elastomer, polyethylene filaments, polypropylene filaments, or any combinations of above materials and shall be free from any disagreeable odour, taste and toxic elements;</p> <p>The heads of the monofilaments shall be polished to give them round shape. The number of monofilaments should be 300 minimum.</p> <p><b>Primary packaging:</b> one per pack. The toothbrushes shall be packed individually in suitable pouches to protect them hygienically from external elements. Typical containers are paperboard or blister packing, polyethylene pouch, etc. Environmentally sustainable packaging options are recommended.</p>		
14	Adult shampoo for all types of hair 2 in 1	<p>Hypoallergenic, PH factor 5.5, not harmful to human and in particular not irritating to the eyes. Neutral scent. Aqua based, Easy-lathering general purpose adult shampoo formulated for all types of hairs, to wash hair and scalp. May contain perfume, colorants, and preservatives, Eligible for use in sensitive scalps.</p> <p>The product, anionic and non-ionic surfactants should be specified; Preservatives, organic acids and salts must be safe under normal conditions of use, foam ability. It shall work with all types of water.</p> <p>Shall be biodegradable. No pathogens and less than 20 colony-forming units (CFU) per ml. The product must be safe under normal conditions of use.</p> <p><b>Packaging:</b> Unbreakable PP or PEHD or PET container of 250ml with tamper-proof watertight safety cap</p>	Bottle	 <p>shutterstock</p>







15	Shower Sponge	<p>bath and body works shower foaming sponge, 50g, assorted colors</p> <p><b>Packaging:</b> Each sponge packed separately in a pouch or cover. Environment friendly packaging materials are preferred</p>	Each	
16	Deodorant, female	<p>Women's antiperspirant roll-on (liquid) Hypoallergenic, 50ml.</p> <p>with roll-ball with the capacity to roll in all directions placed at the opening of the roll on container and serves the role of closing the container as well as dispensing the contents, when rolled on the skin. Safe for skin contact. pH balanced. Cosmetic grade.</p> <p>The total amount of heavy metals as lead, mercury and arsenic, in combination, in the finished product shall not exceed 20 mg/kg</p> <p><b>Packaging:</b></p> <p>a) The roll ball shall be made of plastic material.</p> <p>b) The roll ball shall be fitting on the container such that on holding the container upside down the contents shall not pour out.</p> <p>c)The roll ball shall be free rolling, leaving a thin layer of the contents on the skin during dispensation.</p>	Each	
17	Hairbrush	<p>Hair brush with handle Wood/plastic with boar bristle; good reputable quality</p> <p><b>Packaging:</b> Each hairbrush packed separately in a pouch or cover. Environment friendly packaging materials are preferred</p>	Each	
18	Hair Comb	<p>Durable hair comp with handle, made of plastic, medium size 20 cm approx, teeth spacing no less than 2mm, separate knots easily, remove tangles without pain. For All Hair Types- curly or straight, long or short, thick or thin, dry or wet etc. assorted colors.</p> <p><b>Packaging:</b> Each piece packed separately in a pouch or cover. Environment friendly packaging materials are preferred.</p>	Each	







19	Whistle	<p>should be mouth-operated; made of durable, shatterproof, and food grade plastic, assorted colors and comes with a lanyard. The whistle shall be capable of emitting an audible characteristic sound when blown by the mouth with medium or high breath pressure. Should be able to make a minimum of 100dB.</p> <p><b>Primary packaging:</b> Each whistle packed individually in a blister pack.</p>	Each	
20	Flashlight Solar Powered	<p>Personal solar re-chargeable flashlight (LED), LED Light Source: High Bright LED, Beam Distance: 60m , Lighting period: 5-8 hours 21.5cm</p> <p><b>Primary packaging:</b> Each packed individually, label with product name, manufacturers name and address, warnings if any, disposal after use</p>	Each	
21	Nail clipper	<p>Nail clipper metal with smooth surface finishing for cutting toenails, Stainless steel, good quality, Nail clipper of medium size (approx. 60-70mm long), stainless steel or chromium plated, ergonomic design, and smooth action. Blade edges should be sharp and durable. The cutting head should be convex shaped for trimming toenails. Suppliers need to provide pictures of the product at the time of quotation process.</p> <p><b>Packaging:</b> individually packed in a pouch. Labelled with product name and manufacturing date, address, lot number.</p>	Each	
22	Wet wipes	<p>Packet of 80 pcs minimum, P.h 5.5, with olivera, alcoholic free, with 3 years shelf life. neutral smell, free of harmful and dangerous substance, anti-bacterial, hypoallergenic and mildly scented, multi opening function, fresh production</p> <p>Package should be re-sealable.</p>	Pack of 80	

23	Prayer suit for adults	<p>Assorted dark colors one and/or two pieces prayer dress, fabric is soft cotton easy to wear practical fits all sizes.</p> <p><b>Primary packaging</b> should be each individually packed in a clean and transparent pouch. Unit of measure is each. Labelled with product name, size and manufacturing date, address, lot number.</p>	Each	
24	Dress for home, women, Jalabiya style	<p>Cotton 100%; fixed dye, not containing dangerous substances. Style: long sleeves; Size - different sizes (Medium, Large, XL and XXL); Color: Variety of color and designs</p> <p><b>Primary packaging</b> should be each individually packed in a clean and transparent pouch. Unit of measure is each. Labelled with product name, size and manufacturing date, address, lot number.</p>	Each	
25	Head Cover/ Head Scarf (Hejab)	<p>Head cover / head scarf / hijab to cover the head and the neck but leaves the face open.</p> <p>Material composition: 95% Viscose 5% Lycra, 240 gr, standard size 200 x70cm ± %5 durable fabric, non-transparent, Light weight fabric; Edges stitched neatly; no loose threads of fibres.</p> <p>Color: light and dark colors, good finishing, surrounding stitching for the fabric</p> <p><b>Packaging:</b> packed in a pouch. Labelled with product name and size.</p>	Each	
26	Winter Gloves	<p>wool, Large/Medium size, Winter Gloves Thick Warm Wool Gloves for Cold Weather, Adult free size, well-constructed and fit well, assorted dark colors</p> <p><b>Primary packaging</b> should be each packed in a clean and transparent pouch. Unit of measure is each</p>	Pair	

27	Female Socks Medium Thickness (summer)	Material: 90% cotton, 10% spandex. Free size suitable for sizes 37-41. Good durability. Fixed Elastic and breathable; Made of cotton mixed with other fabric, Assorted dark colors.  <b>Primary packaging</b> should be each pair packed in a clean and transparent pouch. Unit of measure is each pair. Labelled with size of the sock.	Pair	
28	Female Socks Heavy Thickness (Winter)	Wool/cotton socks Free size suitable for sizes 37-41. Good durability. Fixed dye, assorted colors. <b>Primary packaging</b> should be each pair packed in a clean and transparent pouch. Unit of measure is each pair. Labelled with size of the sock.	Pair	
29	Bath Towels	Made of 100% cotton; woven, preferably terry toweling fabrics; size of 130x75cm $\pm$ 10%; Fabric should be around 350-400gsm. Colour: fixed dye, assorted colors must be available; colour bleeding; should have adequate dimensional stability while washing, Edges of the fabrics should be sewn by appropriate methods; Fabric should have good wettability (should be able to wick water fast enough); No visual defects such as loose threads, stains, and no objectionable odour. Color should be uniform under one stock code.  <b>Primary Packaging:</b> Each item should be packed in a pouch.	Each	
30	Winter Blanket	Fleece-Small single Blanket/dafaya size 120 x 200 cm, weight 400g $\pm$ %5, Composition: 100% polyester fleece or flannel (non- recycled); , durable fabric. Color: Assorted dark colors. Edge: Folded and stitched <b>Packaging:</b> Individually packed. Labelling includes the size, manufacture's name, address, date of manufacturing	Each	


31	Slipper's cros style	<p>High-quality rubber sole with PVC strap, size between 6 and 9 inches. Assorted colors; Size: different sizes (38, 39, 40, 41)</p> <p><b>Packaging:</b> Individually packed as a one pair. Labelling includes the size, manufacture's name, address, date of manufacturing.</p>	Pair	
32	Slippers	<p>Pair of plastic slippers for women, Good quality, Open from behind; Color: Different colors; Size: different sizes (38, 39, 40, 41)</p> <p><b>Packaging:</b> Individually packed as a one pair. Labelling includes the size, manufacture's name, address, date of manufacturing.</p>	Pair	
33	Hand-rub (alcohol-based hand sanitizer)	<p>Isopropyl 70% solution, rub-in-hand antiseptic–disinfectant for cleaning hands, 30 ml or more in a bottle, labelled with a flammable sticker which is clearly visible.</p>	Each	
34	Printing and insertion of leaflet	<p>Printing of leaflet (to be shared with supplier) and insertion in kit - 1 page A4 size double sided</p> <p><b>Packaging:</b> Individually packed, Should be included in a plastic folder or sulfonated to avoid damage to the paper.</p>	Each	
35	Carry Bag (Adolescents) – Shoulder / Backpack with Zipper to Carry Dignity Kit items	<p>Textile, water-proof durable textile. With inner waterproof layer to prevent water seepage during normal usage.</p> <p>Design: Rectangular or square, with strong and long straps or handle for easy carrying on the shoulder or as a backpack. Strong and durable Zipper close the bag. One pocket on the front side of the bag, with a Zipper or Velcro flap to close.</p>	Each	



		<p>Colour: Blue, with orange UNFPA logo on the flap.</p> <p>Approximate Size: L50 CM x W45 CM x Base 20 CM. fit for round 20 items</p> <p>Branding: The bag has to be screen printed with screen transfer or other high-quality printing, with the UNFPA Logo in orange and white colours. Approximate logo size: 20 CM x 15 CM.</p>		
36	Tote / Duffel/ Shoulder Bag with Zipper to Carry Kit Items.	<p>Textile, water-proof durable textile. With inner waterproof layer to prevent water seepage during normal usage.</p> <p>Design: Rectangular or square, with strong and long straps or handle for easy carrying on the shoulder or as a backpack. Strong and durable Zipper close the bag. One pocket on the front side of the bag, with a Zipper or Velcro flap to close.</p> <p>Colour: Blue, with orange UNFPA logo on the flap.</p> <p>Approximate Size: L 50 CM x H 40 CM x W30 CM.</p> <p>Branding: The bag has to be screen printed with screen transfer or other high-quality printing, with the UNFPA Logo in orange and white colours. Approximate logo size: 20 CM x 15 CM.</p>		 
37	Kitting in the bags/tote bags	<p><b>Kitting:</b>          Kitting the dignity kit items (+20 items) in the bag/tote bag before kitting and packing in boxes</p>	kit	 
38	Kitting and packing	<p>Cardboard box closed with long lasting tape or glued flaps.</p> <p>Box size to be tightly adjusted to content.</p> <p>Marking a list of items, PO#, UNFPA Kit Logo, and "Menstrual Hygiene Kit" in English and Arabic.</p> <p>All boxes should be palletized (maximum 120cm width x 120cm length with maximum height of 130cm. Maximum weight of 750kg).</p>	Pallet	



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		Each pallet should be wrapped in 4 layers of shrink wrap plastic and outer pallet should be labelled with UNFPA Logo.		
39	Transporting to Egyptian borders	Cost of transporting the pallets Per KM from Cairo to final destination in trucks including loading the items at the warehouses in Cairo and off loading at final destination	KM	



## SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID

(21)

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services.
2. Your firms' understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
8. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
9. Copies of current certificates such as GMP/quality, FSC/PPP, manufacturer's ISO certificate for any product, manufacturer's CE certificate, USA 510k, Japan QS standard, etc. as and if applicable
10. All standard forms as explained under clause Section I: Instructions to Bidders, clause **16.1** Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.





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**SECTION II – ANNEX B: SPEND ANALYSIS AND DEMAND FORECAST**  
**(22)**



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### SECTION III: GENERAL CONDITIONS OF CONTRACT

(23)

UNFPA's General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

<a href="#">Provision of Mixed Goods &amp; Services</a>	For contract/PO values over equivalent or over USD 100,000 covering mixed goods and services	<a href="#">English</a>	<a href="#">French</a>	<a href="#">Spanish</a>
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**SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT**

**(24)**

<b>LTA RATES</b>	The rates charged for the services performed shall not be adjustable for the first 24 months (2 years) .
<b>GOODS AND SERVICES DEFINED</b>	<p>Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products the successful Bidder is required to supply under the contract.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.</p>
<b>AFTER-SALES SERVICES</b>	N/A
<b>PROCUREMENT LIABILITY</b>	N/A
<b>KEY PERFORMANCE INDICATORS</b>	<p>Successful Bidder’s performance will be monitored and evaluated by UNFPA on a yearly basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <p><b>Goods:</b></p> <ul style="list-style-type: none"> <li>● Adherence to specifications, including quality and quantity</li> <li>● Overall communication and responsiveness, e.g.,       <ul style="list-style-type: none"> <li>- Timely acknowledgement and processing of queries, RFQ, PO</li> <li>- Proactively updating delivery information with UNFPA, including UNFPA’s order tracking system (ETD, ETA, ATD, ATA, inspection dates etc.).</li> <li>- In case of delivery delay, proactively communicating with buyers on mitigation measures</li> </ul> </li> </ul> <p><b>Services:</b></p> <ul style="list-style-type: none"> <li>● Expected output achieved</li> <li>● Satisfactory level of quality and technical competence</li> <li>● Effective and timely communication and professionalism</li> </ul> <p><b>Goods and Services:</b></p> <ul style="list-style-type: none"> <li>● Timely delivery of goods and services based on client requirements</li> <li>● Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable)</li> </ul>



	<ul style="list-style-type: none"> <li>• Effective and timely communication and documents handling</li> <li>• Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions)</li> </ul> <p>Key performance indicators may be modified and/or added during the validity of this contract.</p>
<p><b>PAYMENT TERMS</b></p>	<p>UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA’s policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.</p> <p>Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.</p>
<p><b>ADVANCE PAYMENT</b></p>	<p>N/A</p>
<p><b>REPORTING</b></p>	<p>In addition of any already described condition, for contracts with an annual value greater than USD 200,000, suppliers must provide annual internal control attestation reports prepared by independent auditors based on recognized standards, such as the International Standard on Assurance Engagements (ISAE) 3402, Assurance Reports on Controls at a Service Organization, or the Statement on Standards for Attestation Engagements (SSAE) 16, Reporting on Controls at a Service Organization, to give UNFPA reasonable assurance on the adequacy of the design and operating effectiveness of the controls in place over the services provided to UNFPA. If the services provided to UNFPA are in turn subcontracted by the service provider, attestation reports should also be obtained for the concerned subcontractors.</p>
<p><b>LIQUATED DAMAGES</b></p>	<p>In the event of a LTA being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the LTA and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct [3%] of the value of the services pursuant to the Purchase Order per additional week of delay, up</p>



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	to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order.
--	---



**SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS**

**1. Legal and regulatory requirements**

1.1. This will be judged based on the bid confirmation form submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the terms of the RFP as well as the UNFPA General Conditions of Contracts: [Provision of Goods and Services]. (For this, use SECTION VI – ANNEX B: BID SUBMISSION FORM)

**2. Legal status of the Bidder**

1.1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)

**3. Bidder’s eligibility**

2.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. (SECTION VI – ANNEX A: BID SUBMISSION FORM)

- Listed as suspended or removed by the United Nations Procurement Division (UNPD);
- Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
- Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
- Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).

**4. Financial stability**

3.1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a five-year period, including those mentioned in the table below.

Financial Ratio	2020	2021	2022	2023
Current ratio				
Quick ratio				
Debt ratio				
.....				



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- 3.2. Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for supply of goods or services as offered.
- 3.3. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

#### 5. **Experience and Technical Capacity**

- Company's managerial capabilities
- Evidence for quality assurance systems in place
- Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
- References in support of the satisfactory delivery of services specified above
- Data to support that the Bidder has capacity to perform the LTA/Purchase Orders that will be issued pursuant to the LTA and complete the deliverables within the stipulated delivery period



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## SECTION VI: BID AND RETURNABLE FORMS

(25)

Below find an overview of the attached Bidding and returnable forms required for the RFP.

	Description	Status	Preferred file for submission
Annex A:	Bid Confirmation Form	Mandatory	PDF
Annex B:	Bid Submission Form	Mandatory	PDF
Annex C:	Bidder Identification Form	Mandatory	PDF
Annex D:	Bidder Declaration Form	Mandatory	PDF
Annex E:	Bidder's Previous Experience	Mandatory	PDF
Annex F:	Price Schedule Form	Mandatory	PDF & Excel
Annex G:	Joint Venture Partner Information Form	If applicable	PDF
Annex H:	Checklist of Bid Forms	Not Applicable	Not Applicable





## SECTION VI – ANNEX A: BID CONFIRMATION FORM

[Complete this page and return it prior to bid opening]

To:	UNFPA Egypt CO	Date:	
	Ms. Noha El Maraghy	Email:	<i>elmaraghy@unfpa.org</i>
From:	<i>[Insert Company Name]</i>		
	<i>[Insert Contact person from Company]</i>		
	<i>[Insert Telephone number]</i>		
	<i>Insert E-mail address of contact person]</i>		
	<i>[Insert Postal address of Company]</i>		
Subject:	UNFPA/EGY/RFP-LTA/24/001		

<input type="checkbox"/>	YES, we intend to submit a bid in response to the above mentioned RFP.
<input type="checkbox"/>	NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):
	<input type="checkbox"/> The requested products and/or services are not within our range of supply.
	<input type="checkbox"/> The requested products are not available at the moment.
	<input type="checkbox"/> We are unable to submit a competitive bid for the requested products/services at the moment.
	<input type="checkbox"/> We cannot meet the requested specifications.
	<input type="checkbox"/> The information provided for bidding purposes is insufficient and unclear
	<input type="checkbox"/> Your RFP document is too complicated
	<input type="checkbox"/> Insufficient time is allocated to prepare an adequate Bid.
	<input type="checkbox"/> We cannot meet the delivery requirements.
	<input type="checkbox"/> We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
	<input type="checkbox"/> Our current capacity is overbooked
	<input type="checkbox"/> We are closed during the holiday season
	<input type="checkbox"/> We had to give priority to other clients' requests
	<input type="checkbox"/> We do not sell directly, but through distributors
	<input type="checkbox"/> We have no after-sales service available in the recipient country
	<input type="checkbox"/> The person handling bid is away from the office
	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/>	YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.
<input type="checkbox"/>	No, we are not interested in participating in future possible RFP's, please remove us from your vendor database.

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

Name:		E-mail:	
Post Title:		Telephone	



**SECTION VI – ANNEX B: BID SUBMISSION FORM**

Date: [Insert Month, Day, Year]

To: UNFPA  
 [70 A Nahda St., Sarayat Maadi, Cairo Egypt]

Dear Sir/Madam,

The undersigned, having read the original RFP documents of UNFPA/EGY/RFP-LTA/24/001 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the [products & services], in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

*Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.*

Original term/condition per RFP UNFPA/EGY/RFP-LTA/24/001 and the subsequent revisions	Proposed deviation (alternate clause), by the undersigned	Reason for proposing alternate clause

We agree to abide by this Bid for a period of [90 days] from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the LTA within the time frame that will be stipulated in the Purchase Orders.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of LTA are concluded and a purchase order(s) are made pursuant to such LTA(s).

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

	On behalf of Business Authority	On behalf of Legal Authority
Signature:		
Name:		
Title:		
Name of Company:		
Telephone:		
Email:		



## SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM

UNFPA/EGY/RFP/24/001

<b>1. Organizational Information</b>	
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 (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 (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

<b>2. Quality Assurance Certification</b>	
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)	

<b>3. Expertise of Staff</b>	
Total number of staff	



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Number of staff involved in similar supply LTAs	
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<b>4. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation</b>	
Name/Surname	
Telephone Number (direct)	
Email address (direct)	
Be advised that this person must be available during the two weeks following the Bid opening date.	

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	



## SECTION VI – ANNEX D: BIDDER DECLARATION FORM

UNFPA/EGY/RFP/24/001,

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>4</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
	2. The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
	3. The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>4</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

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Date:

---

Name and Title:

---

Name of the Company:

---

UNGM N°:

---

Postal Address:

---

Email:

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**SECTION VI – ANNEX E: BIDDER’S PREVIOUS EXPERIENCE**

Order No. & Date	Description <sup>5</sup>	Client	Contact person, phone number, email address	Date of service		Contract Amount	Satisfactory completion
				From	To	(Currency)	

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:		Countersigned by and stamp of Chartered Accountant	
Name and title:		Name and title:	
Name of Company:		Name of Company:	
Telephone:		Telephone:	
Email:		Email:	
Date:		Date:	

**[Countersignature by chartered accountant should be included if procurement expenditure is estimated to surpass the USD 100,000 annual threshold;**

<sup>5</sup> Please indicate relevant contracts to the one requested in the RFP.





## SECTION VI – ANNEX F: PRICE SCHEDULE FORM

(26)

(Please see attached Excel spread sheet Annex F: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

Item	Description	Unit of Measure	Unit Price in USD
1. Professional Fees			
1	Toilet Soap with a plastic holder	Bar with a plastic holder	
2	Detergent/washing Powder	Pack of 500gm	
3	Disposable Menstrual Pads	Pack of 28-30	
4	Small black plastic bags (disposal)	Pack of 30	
5	Female Underwear	Each	
6	Period panties	Each	
7	Reusable-microfiber towel	Pair	
8	Smart Menstrual Cycle	Each	
9	Breast feeding Bra	Each	
10	Reusable breast feeding Pad	Pack of 4	
11	Toilet paper	Each	
12	Toothpaste for adults	Each	
13	Toothbrush	Each	
14	Adult shampoo 2 in 1	Each	
15	Shower Sponge	Each	
16	Deodorant, female	Each	
17	Hairbrush	Each	
18	Hair Comb	Each	
19	Whistle	Each	
20	Flashlight Solar Powered	Each	
21	Nail clipper	Each	
22	Wet wipes	Pack of 80	



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23	Prayer suit for adults	Each	
24	Dress for home, women, Jalabiya style	Each	
25	Head Cover/ Head Scarf (Hejab)	Each	
26	Winter Gloves	Pair	
27	Female Socks Medium Thickness (Summer)	Pair	
28	Female Socks Heavy Thickness (Winter)	Pair	
29	Bath Towels	Each	
30	Single blanket	Each	
31	Slipper's crocs style	Pair	
32	Slippers	Pair	
33	Hand-rub (alcohol- based hand sanitizer)	Each	
34	Printing and insertion of leaflet	Each	
35	Back bag Carry Bag	Each	
36	Tote Carry Bag	Each	
<b>2. Out-of-Pocket expenses</b>			
37	Packing charges per kit	Kit	
38	Transportation	KM	
<i>Total Out of Pocket Expenses</i>			\$\$
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>			\$\$

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	



## SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM

*[The Bidder shall fill in this Form in accordance with the instructions below.]*

Date: *[insert date (as month, day, and year) of Bid Submission]*  
UNFPA/EGY/RFP/24/001

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name: <i>[Insert Bidder's legal name]</i>
2. Joint Venture (JV) Party Legal Name: <i>[Insert JV's Party legal name]</i>
3. JV's party country of registration: <i>[Insert JV's Party country of registration]</i>
4. JV's party year of registration: <i>[Insert JV's Part year of registration]</i>
5. JV's party legal address in country of registration: <i>[Insert JV's Party legal address in country of registration]</i>
6. JV's party authorized representative information  Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.  <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties

### SECTION VI – ANNEX H: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder's internal reference and does *not* need to be submitted with the Bid.

ACTIVITY	LOCATION	YES/NO/ N/A	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?	SECTION I: INSTRUCTIONS TO BIDDERS		
Have you reviewed and agreed to the UNFPA General Conditions of Contracts?	SECTION III: GENERAL CONDITIONS OF CONTRACT		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT		
Have you completed the Bid Submission Form?	SECTION VI – ANNEX B: BID SUBMISSION FORM		
Have you completed the Bidder's Identification Form?	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		
Have you completed the Bidder's Previous Experience Form?	SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE		
Have you completed and signed the Price Schedule Form?	SECTION VI – ANNEX F: PRICE SCHEDULE FORM		
Have you completed the Joint Venture Partner Information Form?	SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: CONTRACTUAL FORMS		
Have you prepared a copy of your company's registration in the country of operation?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you prepared a copy of the previous year's audited Company Balance Sheet and Financial Statements?	Section I: Instructions to Bidders, clause & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		



Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	& Section I: Instructions to Bidders clause 2.4		
Have you provided a copy of any of your company's environmental or social policies, and any related documentation?	Section I: Instructions to Bidders, clause 38		
Have you reviewed the UN Global Compact requirements?	Section I: Instructions to Bidders, clause 39		
Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (electronic Bids) or clause 19.4 (hard copy Bids) or clause 19 (Submission through an online system)?	Section I: Instructions to Bidders, clause 19.3 & 19.4		
If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 20 MB, refer to Instructions to Bidders clause 19.3.3)	Section I: Instructions to Bidders, clause 19.3.3		
Have you noted the Bid closing deadline?	Invitation letter Number 4		
Have you provided information on Supplier Qualification Requirements?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS & SECTION VI – ANNEX B: BID SUBMISSION FORM		
Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided contact details of commercial banks and names of contact persons from whom UNFPA can seek feedback?	SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		

<p>Have you provided sufficient documentation of your company's ability to undertake the LTA, i.e.,</p> <ul style="list-style-type: none"> <li>- List of similar contracts/LTAs executed for other clients including contact details.</li> <li>- Evidence that the Bidder possesses experience in the geographical area.</li> <li>- At least three years of experience in performing similar contracts/Long Terms Agreements</li> </ul>	<p>SECTION VI – ANNEX E:          BIDDER'S PREVIOUS EXPERIENCE          &amp;          SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</p>		
<p>Have you provided sufficient documentation of your company's managerial capability?</p> <ul style="list-style-type: none"> <li>- Details of company's managerial structure.</li> <li>- Quality assurance systems in place.</li> </ul>	<p>SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM</p>		
<p>Have you supplied clients' certificates in support of the satisfactory operation of the goods/services as specified above?</p>	<p>SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE</p>		
<p>Have you checked Section I: Instructions to Bidders, clauses, 16 &amp; 17 and provided all requested documentation in the correct formats?</p>	<p>Section I: Instructions to Bidders, clauses 16 &amp; 17</p>		



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## SECTION VII: CONTRACTUAL FORMS (25)

Below find an overview of the attached contractual forms for this RFP.

	Description	Status	Preferred file for submission
Annex A:	Long Term Agreement Template	Mandatory	PDF
Annex B:	Bank Guarantee for Advance Payment	Not applicable	PDF
Annex C:	Performance Security	Not applicable	PDF





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**SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE**  
**(27)**

[https://drive.google.com/file/d/0B1CkC7vUdBpuY0ZCRXBFdHZDeDA/view?resourcekey=0-PTGAXjuvCuS3\\_S-x4iIC6w](https://drive.google.com/file/d/0B1CkC7vUdBpuY0ZCRXBFdHZDeDA/view?resourcekey=0-PTGAXjuvCuS3_S-x4iIC6w)

**GENERAL CONDITIONS OF CONTRACT CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES**

[HTTPS://WWW.UNFPA.ORG/SITES/DEFAULT/FILES/RESOURCE-PDF/UNFPA%20GENERAL%20CONDITIONS%20-%20MIXED%20GOODS%20AND%20SERVICES%20EN.PDF](https://www.unfpa.org/sites/default/files/resource-pdf/unfpa%20general%20conditions%20-%20mixed%20goods%20and%20services%20en.pdf)



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P.O. 11435, Egypt  
Email: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: <http://www.unfpa.org>

## **SECTION VII – ANNEX B: BANK GUARANTEE FOR ADVANCE PAYMENT**

No advance payment shall be requested.



United Nations Population Fund  
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## **SECTION VII – ANNEX C: PERFORMANCE SECURITY**

No performance security shall be requested.