



Date: 5 January 2022

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/EGY/RFQ/22/001**  
**Custom Clearance Services**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Custom Clearance Company to clear Reproductive Health Commodities shipments arriving via Alexandria seaport and deliver to Ministry of Health (MOH) Warehouse in Cairo (2 shipments during 1<sup>st</sup> quarter-2022)**

UNFPA requires a Customs Clearance Company to clear Reproductive Health Commodities shipments arriving via Alexandria seaport and deliver the commodities to the Ministry of Health Warehouse in Cairo.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in Egypt, or through an authorized representative.

**I. About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

**II – Service Requirements/Terms of Reference (ToR)**

**Objectives and scope of the Services**

- Background information  
UNFPA procures Family Planning methods to support the supply chain of the Ministry of Health and Population in Egypt.  
In this regard UNFPA expecting to receive two shipments during the first quarter in 2022.
  - 1<sup>st</sup> shipment: 165,000 Implanon (NTX 68 MG1 IMPLANT WHO ENG ROW) during January 2022; ORGANON packing list attached
  - 2<sup>nd</sup> Shipment: Hormonal IUD (Mirena) during March 2022; PAYER Delivery note attached
- Outputs / Deliverable(s)
  - Clear both Shipments from Alexandria seaport and deliver to MOH warehouse in Cairo, including but not limited to:
  - Provide all required logistical arrangements to clear the two shipments;
  - Fumigation process and obtaining the Fumigation certificates for each shipment; if needed
  - Obtaining all required approvals/clearance related to each shipment including CAPA (Central Administration of Pharmaceutical Affairs) approval



- Settle all required official terminal Handling charges (in EGP and USD) related to clearance each shipment on behalf of UNFPA,
  - Obtaining all original official Invoices for each shipment,
  - Obtaining copies of the un-receipted forms/stamps (Sundry & miscellaneous charges) for each shipment
  - Provide needed handling and transportation from Alexandria seaport to MOH Ware house in Cairo for each shipment
  - Unloading the containers at MOH Warehouse for each shipment
- Inputs: UNFPA is responsible of providing the following supporting documents:
    - MOFA clearance م ك4 for each shipment
    - Bill of Landing for each shipment;
    - Packing List for each shipment;
    - Shipment Invoice for each shipment;
    - Loading & unloading Ports for each shipment;
    - Means of Transport & Arrival date for each shipment;
    - Official Authorization letters on behalf of UNFPA for both shipments
    - Issue the letters/request for CAPA (Central Administration of Pharmaceutical Affairs) approval for each shipment

II. Timing / Schedule : Between January and March 2022.

### III. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Noha El Maraghy</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Saturday 15 January 2022. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

### IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the service requirements.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form; price quotation is for the company fees for each shipment including any facilitation payment (un-receipted payment), other out pocket expenses based on the actual invoices.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

### V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than : Wednesday, January 19th 2022 at 02:00 PM Cairo Time]1.

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



Name of contact person at UNFPA:	Noha El Maraghy
Email address of contact person:	elmaraghy@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: RFQ N° UNFPA/EGY/RFQ/22/001 – Custom Clearance Services. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **10 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

#### VI. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

#### VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

#### VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

#### IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

#### X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

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



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

#### **XI. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

#### **XII. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Ms. Frederika Meijer, Egypt Country Office Representative [meijer@unfpa.org](mailto:meijer@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

#### **XIII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/EGY/RFQ/22/001
<b>Currency of quotation:</b>	EGP
<b>Validity of quotation:</b>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Units		Trucks	Company fees
<b>1. Professional Fees</b>					
	Company fees for Clearing the Impanon shipment	165,000	4 containers	Thermo trailers	
	Company fees for Clearing the Hormonal IUD (Mirena) shipment	29,520	3 patches = 122 pallet	Thermo trailers	
<i>Total Professional Fees</i>					EGP
<b>2. Out-of-Pocket expenses</b>					
	All out-pocket expenses paid on behalf of UNFPA will be settled against original invoices				
<i>Total Out of Pocket Expenses</i>					EGP
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP

<i>Vendor's Comments:</i>
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/22/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	<a href="#">Click here to enter a date.</a>	
Name and title	Date and place	