









Date: January 23rd , 2022

REQUEST FOR QUOTATION
RFQ N° UNFPA/EGY/RFQ/22/002
Among the LTA Holders
UNFPA Visibility items for 2022

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following visibility items:

| Item N° | Product Name | Product Description | Quantity | Image |
|---------|------------------------|--|----------|---|
| 1 | Tote Bags | Waterproof material. Orange or off white, 4 color printing. | 500 |  |
| 2 | Pins | Metal magnetic pins with circle's radius of 3 cm | 200 |  |
| 3 | Leather notebook - VIP | black leather cover branded note book, with mobile charger (VIP)(100 pages) UNFPA logo (Arabic) engraved | 100 |  |
| 4 | Paper Notebooks | Orange or off white A5 (100 pages), branded UNFPA logo (inside), 4 colors printing | 500 |  |

| | | | | |
|---|---------------|---|-----|---|
| 5 | Desk calendar | Size: A2 landscape 594mm x 420mm, (x12) different design pages (full colour throughout one side only), Printed process front only on Camelot Cartridge, 120g/m ² , White – full colour, Backing board: Hi-Q Duplex Board, 350g/m ² , White Lined Grey Back (Not printed) , Finishing: Trimmed to size, Collated, Glue Padded, Plastic Corners x2 on each side , Packaging: Wrapped in brown paper neatly packed | 200 |  |
| 6 | Cards holder | Leather, Business card size, black, UNFPA logo engraved | 100 |  |
| 7 | VIP box | Contains: Notebook, Cards holder & pen | 100 |  |
| 8 | Pens | Black UNFPA branded pen, Two colors, high quality, metal | 700 |  |

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



I. About UNFPA

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

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

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. Questions

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

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

The deadline for submission of questions is Wednesday, 26 January 2022 . Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items.
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.
- c) **Samples to show the quality of quoted items**

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

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than : **Sunday 30th January 2022, 02:00pm Cairo time**

| | |
|----------------------------------|---|
| Name of contact person at UNFPA: | Ms. Noha El-Maraghy |
| Email address of contact person: | egypt.tenders@unfpa.org ; 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/22/002 – [UNFPA Visibility items for 2022]**. 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.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

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

VI. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. Right to Vary Requirements at Time of Award

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

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

IX. Fraud and Corruption

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

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

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



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

X. Zero Tolerance

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

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Ms. [Frederika Meijer](#), Egypt Country Office Representative 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.

XII. Disclaimer

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



PRICE QUOTATION FORM

| | |
|---------------------------|--|
| Name of Bidder: | |
| Date of the quotation: | Click here to enter a date. |
| Request for quotation N°: | UNFPA/EGY/RFQ/22/002 |
| Currency of quotation: | EGP |
| Validity of quotation: | <i>(The quotation shall be valid for a period of at least 2 months after the submission deadline.)</i> |

Price Quotation Form

| Item | Product Name & Description | UOM | Unit Price | Number of Units | Total (EGP) |
|--------------------|----------------------------|------|------------|-----------------|-------------|
| 1 | Tote Bags | Each | | 500 | |
| 2 | Pins | Each | | 200 | |
| 3 | Leather notebook - VIP | Each | | 100 | |
| 4 | Paper Notebooks | Each | | 500 | |
| 5 | Desk calendar | Each | | 200 | |
| 6 | Cards holder | Each | | 100 | |
| 7 | VIP box | Each | | 100 | |
| 8 | Pens | Each | | 700 | |
| GRAND TOTAL | | | | | |

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/22/002 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

| | |
|----------------|---|
| | Click here to enter a date. |
| Name and title | Date and place |