





Date: 18 August 2022

REQUEST FOR QUOTATION
RFQ N° UNFPA/EGY/RFQ/22/016
Procurement of Air Conditioners and Furniture

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items distributed equally among 5 Governorates: Cairo, Qina, Assuit, Aswan and Luxor :

Item N°	Product Name	Product Description		Quantity
1	Air Conditioner Split Hi Wall	<ul style="list-style-type: none"> • LED Screen • Up & Down Auto Swing • Auto Restart • Self-Diagnostic Function • Tropical Compressor • Preset Function <p>Technical Specifications</p> <ul style="list-style-type: none"> • Refrigerant Warranty: 5 years • Type: Split • Sub Type: Hi-Wall • Power: as needed • Cool Only • Brand: Authenticated genuine brand • Remote control 	<p>1-Cairo: to cover a classroom 35M2 area (5 *7m)</p> <p>2-Luxor: to cover a class room 27M2 area (4.5 *6m)</p> <p>3-Qina: to cover a class room 22.5M2 area (4.5 *5m)</p> <p>4-Assuit: to cover a class room 90M2 area (5.5 *16.25m) 2-3 units</p> <p>5- Aswan: to cover a class room 64M2 area (2 units)</p>	7-8 units total
2	Desk Computer table	Wooden and metal desk computer table for classrooms		80

3	Metal Cupboard	Metal cupboard , four shelves with 2 doors and lock		5
4	Desk for the coach/trainer 100cm	wooden desk with metal chassis		5
5	Small Hydraulic adjustable mobile chair			5

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 childbirth 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 [*Thursday 25 August 2022*]. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:



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>

- A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs/ Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

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 specifications should comply with:
 - The bidder can apply for partial items Air conditioners /Furniture
- b) Detailed Clear specification for quoted items
- c) Actual photos for quoted items is mandatory , sample of computer tables is a must
- d) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the 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 IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than : *Thursday 1st September 2022, at 2:00 PM Cairo Time*¹.

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

Please note the following guidelines for electronic submissions to UNFPA's [SCMU / Egypt CO] secured email address:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/EGY/RFQ/22/016** 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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and

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



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the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform [Ms. Noha El-Maraghy] at: [\[elmaraghy@unfpa.org\]](mailto:elmaraghy@unfpa.org) .

- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the 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 compliance with the technical specifications and the cost of the goods (as per 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

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.

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 goods 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 shipping documents, invoice and other documentation required by 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](#).

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



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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 CO Representative] at [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, Supply Chain Management Unit at supplychain@unfpa.org.



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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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/EGY/RFQ/22/16
Currency of quotation:	EGP
Validity of quotation:	<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>

Price quotation must exclude Taxes since UNFPA is exempted from all taxes

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price EGP	Number of Units	Total (EGP)
1	Air conditioner for Cairo	Each		1	
2	Air conditioner for Luxor	Each		1	
3	Air conditioner Qina	Each		1	
4	Air conditioner Assuit	Each			
5	Air conditioner Aswan	Each			
6	Computer tables (16 each Governorate)	Each		80	
7	Metal Cupboard (one in each Governorate)	Each		5	
8	Desk for the coach/trainer (one in each Governorate)	Each		5	
9	Hydraulic mobile chair (one in each Governorate)	Each		5	
13	Delivery Charges to:				
	Cairo				
	Luxor				
	Qina				
	Assuit				
	Aswan				
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/22/016 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.
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Name and title	Date and place

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

Please note that a PDF version of the applicable General Conditions of Contracts must be provided.