



Date: 9 August 2022

REQUEST FOR QUOTATION
Among LTA and Non LTA Holders
RFQ N° UNFPA/EGY/RFQ/22/013
For the
“Production of 13 Family Planning Awareness Brochures”

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Production of 13 Family Planning Awareness Brochures”

UNFPA requires the production of Family Planning Awareness brochures including re-designing and/or modifying current designs.

This Request for Quotation is open to all Printing & designing firms including the LTA holders that can provide the requested services and have legal capacity to perform in the country of 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](#)

Outputs / Deliverable(s)

Printing 13 folded brochures as per the following specification & required quantities

- NB: Sample of required brochures attached through the following link https://drive.google.com/file/d/19WtN_EOTfmqU88MXpAmrOC0IHkgAJHIO/view?usp=sharing.

| Item | Description | Maximum Required quantities | Specifications |
|------|-------------------------------------------------------------------|-----------------------------|--------------------------------------------------------|
| 1 | Copper IUDs brochures مطوية اللوالب النحاسي | 500,000 | -Size 20*20 cm -Folded 20*10cm |
| 2 | Combined tablets مطوية الحبوب المركبة | 400,000 | -Full colors |
| 3 | Mono tablets brochures مطوية الحبوب الأحادية | 400,000 | -High quality 2 sides printing |
| 4 | Mono Injection brochures مطوية حقن أحادية | 400,000 | -Couche matt 150-170 grm (quotation & sample for each) |
| 5 | Capsules brochures مطوية الكبسولات | 200,000 | - Main design will be provided by UNFPA |
| 6 | Condoms Brochures مطوية الواقي | 40,000 | |
| 7 | Post Delivery FP Brochures مطوية تنظيم الاسرة بعد الولادة "مبروك" | 90,000 | |

| | | | |
|--------------------------|--------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 | Combined contraceptives brochures مطوية الوسائل المجمعّة | 20,000 | - Redesigning and/or modifying will be handled by vendor Please quote for both options. - sample of production material to be submitted at our office to facilitate the evaluation of paper, colors & printing quality (mandatory requirement). |
| 9 | Emergency tablets مطوية حبوب الطوارئ | 30,000 | |
| 10 | Local/ topical suppository brochures مطوية اللبوس الموضعي | 20,000 | |
| 11 | Combined injections brochures مطوية الحقن المركبة | 300,000 | |
| 12 | Hormones IUDs brochures مطوية اللولب الهرموني | 60,000 | |
| 13 | Multi load IUDs brochures مطوية لولب ملتي لوود | 40,000 | |
| Total maximum production | | 2,500,000 | |

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

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

The deadline for submission of questions is Thursday; 18 August 2022. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

II. Content of quotations

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

- Technical proposal, in response to the requirements outlined in the service requirements as well as must include **expected delivery date**.
- Price quotation, to be submitted strictly in accordance with the price quotation form.
- sample of production material to be submitted at our office to facilitate the evaluation of paper, colors & printing quality (mandatory requirement).

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

III. 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 address indicated below no later than : **[Tuesday; 23 August 2022, at 02:00 PM Cairo Time]**¹.

| | |
|----------------------------------|-------------------------|
| Name of contact person at UNFPA: | Operations Unit |
| Official Email address: | egypt.tenders@unfpa.org |

Please note the following guidelines for electronic submissions to UNFPAs PSBs dedicated email address:

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



The following reference must be included in the email subject line: RFQ N^o **UNFPA/EGY/RFQ/22/013– “Production of 13 Family Planning Awareness Brochures”**. 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require 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 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].
- 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.

IV. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

| Criteria | [A] Maximum Points | [B] Points attained by Bidder | [C] Weight (%) | [B] x [C] = [D] Total Points |
|-----------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|-------------------|------------------------------------|
| Demonstrated at least 5 years professional experience in Printing & designing | 30 | | 21% | |
| Design Creativity and attention to details | 15 | | 10.5% | |
| Professional experience in working with Governmental sectors and responding to their ad hoc modifications | 15 | | 10.5% | |
| Similar positive experience , please identify | 10 | | 7% | |
| Quality of provided samples | 30 | | 21% | |
| Grand Total All Criteria | 100 | | 70% | |

The following scoring scale will be used to ensure objective evaluation:

| 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 |

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70% in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the specific formula. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

Total score

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

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

V. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order / Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

VI. 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.

VII. 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.

VIII. 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](#).

IX. 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](#).

X. 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.

XI. 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/22/013 |
| Currency of quotation : | EGP |
| Validity of quotation: | (The quotation must be valid for a period of at least 3 months after the submission deadline) |

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

Example Price Schedule below:

| Item | Description | Required Quantities | Cost per item | Total cost | comments |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------|---------------|------------|----------|
| 1. Professional /Printing charges | | | | | |
| 1 | Copper IUDs brochures اللوالب مطوية النحاسي | 500,000 | | | |
| 2 | Combined tablets مطوية الحبوب المركبة | 400,000 | | | |
| 3 | Mono tablets brochures مطوية الأحادية | 400,000 | | | |
| 4 | Mono Injection brochures مطوية حقن أحادية | 400,000 | | | |
| 5 | Capsules brochures مطوية الكبسولات | 200,000 | | | |
| 6 | Condoms Brochures مطوية الواقي | 40,000 | | | |
| 7 | Post Delivery FP Brochures مطوية تنظيم الأسرة بعد الولادة "مبروك" | 90,000 | | | |
| 8 | Combined contraceptives brochures مطوية الوسائل المجمعة | 20,000 | | | |
| 9 | Emergency tablets مطوية حبوب الطوارئ | 30,000 | | | |
| 10 | Local/ topical suppository brochures مطوية اللبوس الموضعي | 20,000 | | | |
| 11 | Combined injections brochures مطوية الحقن المركبة | 300,000 | | | |
| 12 | Hormones IUDs brochures مطوية اللولب الهرموني | 60,000 | | | |
| 13 | Multi load IUDs brochures مطوية لولب ملتي لوود | 40,000 | | | |
| Total Printing Fees | | | | | EGP |
| 2. Out-of-Pocket expenses(designs) | | | | | |
| | Cost of re-design | 13 | | | |
| | Cost of modifying current designs | 13 | | | |
| Total Out of Pocket Expenses | | | | | EGP |
| Total Contract Price (Professional Fees + Out of Pocket Expenses) | | | | | EGP |

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/22/013 including all annexes, amendments to the RFQ document (if applicable)



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>

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 | |



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Annex I
Sample of required product

https://drive.google.com/file/d/19WtN_EOTfmqU88MXpAmrOC0IHkgAJHIO/view?usp=sharing