



**October 7, 2022**

**Request for Quotation No. UNFPA/SDN/RFQ/PRI/10/22/009**  
**PRINTING & DESIGN SERVICES**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of:

- LOT 1: Printing & Design Services for Gender Based Violence Unit (GBV Unit)
- LOT 2: Printing & Design Services for Reproductive Health Unit (RH Unit)

and their delivery to UNFPA Country Office in Khartoum, Sudan. **Partial quotations are accepted** in this RFQ.

The goods are to be **delivered maximum in 2 weeks** upon issuing of PO:

- 1 week to produce and reach agreement on designs.
- 1 week to deliver the printed material.

The quotation shall be **valid at least for 90 days** after the closing date.

UNFPA reserves the right to issue recurrent orders against this agreement. The quantities specified may not be reached or may be exceeded during the period of the agreement.

If you are interested in submitting a quotation for these items, kindly fill in the following documentation:

- **Annex 1. Item Specifications.**
- **Annex 2. Quotations Forms.** Partial quotations are accepted, therefore kindly submit:
  - **Only 1 quotation (Quotation Form LOT 1 or Quotation LOT 2).**

**OR:**

- **Both quotations (Quotation Form LOT 1 and Quotation LOT 2).**

EVALUATION WILL BE CONDUCTED SEPARATELY FOR EACH LOT

- **Samples of each type of item.**
  - Provision of samples is mandatory and they will be an integral part of bid evaluation.
  - Samples of each type of item must be provided. No specific design is required.
  - Once the bidding process is concluded and an order is placed, the winning bidder(s) will provide samples of each item with specific designs agreed between the supplier and UNFPA. Each sample will have to be approved by UNFPA prior to final printing.



- **Additional documentation - ONLY for suppliers NOT yet registered as vendors at UNFPA.**
  - a) Registration of the supplier/manufacturer in the Republic of the Sudan
    - Valid Commercial Registration Certificate
    - VAT Registration
  - b) Technical capability
    - Product Catalogue: technical specifications of manufactured/imported products, products similar to those listed in **Annex 1. Item Specifications**
  - c) Proven experience in manufacturing/importing Hygiene Kits:
    - 1 client reference checks with contact details
    - 1 purchase order per referenced client
  - d) Financial capability:
    - Minimum annual sales turnover during any one of the last three years

Kindly send the bids by email to the secure mailbox [sudan.office@unfpa.org](mailto:sudan.office@unfpa.org) . Clearly specify the following text in the subject line:

**RFQ No. UNFPA/SDN/RFQ/PRI/10/22/009, [Company Name]**

Do not put any other email address in copy when submitting your bid, or you may be disqualified.

All prices shall be quoted in Sudanese Pound (SDG) or US Dollars (USD). Conversion of currency into the UNFPA preferred currency shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline, which can be checked at <http://treasury.un.org/operationalrates> .

The currency of payment can be US Dollar (USD) or Sudanese Pound (SDG). If payment is executed in US Dollar (USD), it is the Bidder's responsibility to own a bank account in US Dollar (USD) registered in the name of the company and be authorized to receive electronic transfer (EFT) in US Dollar (USD).

**Kindly submit your bid not later than:**

**13/10/2022, 1.00 pm Sudan local time**

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Name of Contact Person in UNFPA: **Esther Iceta Ondarra**  
Tel. No.: **+249 912710385**  
Email: [ondarra@unfpa.org](mailto:ondarra@unfpa.org)

**Do not submit your bid to this contact, or your bid will be disqualified. This contact is made available only for questions and clarifications.**

**Bidders shall not receive responses to questions sent to [sudan.office@unfpa.org](mailto:sudan.office@unfpa.org) since it is a secure mailbox.**