



REQUEST FOR INFORMATION (RFI)

Category of items:	DIGNITY-HYGIENE KITS
Closing date for submission of RFI:	13/08/2020 by 3.00 pm Sudan local time
Reference:	UNFPA/SDN/RFI/20/001
Address:	sudan.office@unfpa.org

Description of requirements:

UNFPA is inviting Request for Information (RFI) from eligible suppliers in respect to the provision of a full range of **DIGNITY–HYGIENE KITS**, which comprise the items specified in [Annex I](#).

Suppliers are required to provide **KITTING SERVICES** for the items specified in [Annex I](#):

- Items will be required to be assembled in individual and stackable kits.
- Different kit configurations will be required.
- Different packaging solutions will be required.

Potential Suppliers:

This RFI is addressed to (a) manufacturers of **HYGIENE PRODUCTS** and (b) traders with experience in the sourcing and supply of **HYGIENE PRODUCTS & KITS**.

UNFPA is particularly interested in identifying competitive sources of supply that can offer the complete range of products listed in [Annex I](#), attached as an excel file format.

Only suppliers providing the following documentation are invited to express interest:

- Registration of the supplier/manufacturer in the Republic of the Sudan**
 - Valid Commercial Registration Certificate
 - VAT Registration
- Technical capability**
 - Product Catalogue: technical specifications of manufactured/imported products, products similar to those listed in **Annex I Technical Specifications**
- Proven experience in manufacturing/importing Hygiene Kits:**
 - 1 client reference checks with contact details
 - 1 purchase order per referenced client
 - Documentary evidence of successful completion of at least 1 similar contract to supply related products within the last 5 years
- Financial capability:**
 - Minimum annual sales turnover during any one of the last three years;



Procedure for submission of RFI:

Interested suppliers are encouraged to complete:

- Annex I attached on excel format;
- Annex II at the end of this document, together with the documents indicated in it;

and return it to UNFPA by e-mail to sudan.office@unfpa.org , or in hard copy to the address indicated below, on or before the indicated deadline.

Note:

- (a) **Prices are not required at this stage.** UNFPA is seeking to identify suppliers interested in participating in a future bid.
- (b) **No queries shall be entertained by UNFPA on the conformity of the suppliers' products at this stage.**
- (c) **This RFI does not constitute a solicitation.** UNFPA reserves the right to change or cancel the requirement at any time during the RFI and/or solicitation process. UNFPA also reserves the right to require compliance with additional conditions as and when issuing the final solicitation document. Submitting a reply to an RFI does not automatically guarantee receipt of the solicitation when issued.

GUIDELINES FOR ELECTRONIC SUBMISSION

1. Bidders shall make clear reference to the specific RFI in the subject field as instructed, otherwise proposals may be rejected. Clearly specify in the subject field of email:

UNFPA/SDN/RFI/20/001, [Company Name]

2. Responses received at the sudan.office@unfpa.org mailbox are kept undisclosed and shall not be opened before the scheduled opening date.
3. E-mail submission shall not exceed **20 MB**. An auto-generated response will respond to emails received by the sudan.office@unfpa.org email box.

GUIDELINES FOR PHYSICAL SUBMISSION

1. Bidders shall make clear reference to the specific RFI in the envelope, otherwise proposals may be rejected. The outer envelope must be clearly marked with the following:

UNITED NATIONS POPULATION FUND (UNFPA)	
UNFPA/SDN/RFI/20/001, [Company Name]	
Address:	Almashia Area, Intersection of Omak & Alsiteen Street, Block 1/s, House # 386, Khartoum, Sudan
Country:	The Republic of the Sudan
Attention:	Esther Iceta Ondarra, Procurement/Supply Chain Consultant
ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL	

2. Responses received at UNFPA Sudan mailbox are kept undisclosed and shall not be opened before the scheduled opening date.



ANNEX I. TECHNICAL SPECIFICATIONS

[Check Annex I, attached in excel file format.]

ANNEX II. SUBMISSION CHECKLIST and ACKNOWLEDGEMENTS

COMPANY NAME:	
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I confirm that the following documents have been attached to our RFI submission:	Indicate Yes / No
<p>1. Registration of the supplier/manufacturer in the Republic of the Sudan</p> <ul style="list-style-type: none"> • Valid Commercial Registration Certificate • VAT Registration 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Technical capability</p> <ul style="list-style-type: none"> • Product Catalogue: technical specifications of manufactured/imported products, products similar to those listed in <u>Annex I</u> 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Proven experience in manufacturing/importing Hygiene Kits:</p> <ul style="list-style-type: none"> • 3 client reference checks with contact details • 1 purchase order per referenced client • Documentary evidence of successful completion of at least 1 similar contract to supply related products within the last 5 years 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Financial capability:</p> <ul style="list-style-type: none"> • Minimum annual sales turnover during any one of the last three years 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Company: _____
Company Representative: _____
Position: _____
Date: _____
Signature & Stamp: