United Nations Population Fund (UNFPA)
Almanshia Area, Intersection of Omak & Alsiteen Street, Block 1/s, House # 386. Khartoum, Sudan
Telephone: +249-183-278792; +249-183-278795
Email: sudan@unfpa.org
Website: www.unfpa.org

Date: **12/08/2020**

Request for Quotation No. UNFPA/SDN/RFQ/DK/08/2020/011

BASIC DIGNITY-HYGIENE KITS

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **5,000 UNITS OF BASIC DIGNITY-HYGIENE KITS** the items named below and their road shipment to Khartoum, Sudan. Check **Table 1. Item Specifications** on pages 3-4 to check the content of each kit and specifications.

In addition, we solicit **KITTING SERVICES**. Each kit must be contained in a cardboard box.

The goods are to be delivered maximum in **1 week** upon issuing of PO. The quotation shall be valid at least for **4 months** 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.

Only suppliers providing the following **documentation** are invited to submit a quotation:

i. Registration of the supplier/manufacturer in the Republic of the Sudan
   - Valid Commercial Registration Certificate
   - VAT Registration

ii. Technical capability
   - Product Catalogue: technical specifications of manufactured/imported products, products similar to those listed in **Table 1. Item Specifications**

iii. 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

iv. Financial capability:
   - Minimum annual sales turnover during any one of the last three years

If you are interested in submitting a quotation for these items, kindly provide **required documentation** and fill in the **Quotation Form** on pages 5-6. There are 2 submission options:

1. **Electronically** to the secure mailbox sudan.office@unfpa.org . Clearly specify the following text in the subject line:

   RFQ No. UNFPA/SDN/RFQ/DK/08/2020/011, Bidder's Name

2. **Sealed bid in hard copy**. The outer envelope must be clearly marked with the following:

UNITED NATIONS POPULATION FUND (UNFPA)	
Address:	Almanshia Area, Intersection of Omak & Alsiteen Street, Block 1/s, House # 386, Khartoum, Sudan
RFQ No.	UNFPA/SDN/RFQ/DK/08/2020/011
Attention:	Esther Iceta Ondarra, Procurement/Supply Chain Consultant
ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL	

The sealed envelope shall also indicate the name and address of the Bidder.

Please submit your quotation in **USD** currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Your earliest response to this query would be highly appreciated, but not later than:

16/08/2020, 3.00 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, Abeer Mohamed

Tel. No.: +249 912915951

Email: ondarra@unfpa.org , abemohamed@unfpa.org

Do not submit your bid to these contacts, or your bid will be disqualified. These contacts are made available only for questions and clarifications.

Bidders shall not receive responses to questions sent to sudan.office@unfpa.org since it is a secure mailbox.

Table 1. Item Specifications

BASIC DIGNITY-HYGIENE KIT | ITEM SPECIFICATIONS OF 1 KIT					
#	**Description**	**Sales U.O.M**	**QTY per kit**	**Description and minimum /mandatory specifications**	**Model Picture**
1	**Bag, fabric, with UNFPA logo**	Piece	1	Material: light fabric; Size: 42 cm x 38 cm; Color: beige, blue colors with orange UNFPA logo; Style: long handle, velcro fastener	
2	**Sanitary napkins/menstrual pads, disposable**	Packet	3	Disposable. Non-woven tissue, cotton touch feel top sheet, thin. High absorbent with wings; leak-proof bottom layer. Each napkin includes plastic cover for discreet disposal. Not containing allergic and dangerous substances. Size: for heavy and medium menstruation. Pack of 10 - 12 pieces, individually wrapped	
3	**Soap, hand, antiseptic**	Piece	2	Toilet soap bar, 100/110 g for personal hygiene. Unscented, antibacterial, hypoallergenic. Individually wrapped in reusable durable plastic soap box, slits on the bottom to allow water drainage, PET, assorted colours. Shelf life of 80%	
4	**Soap, laundry**	Piece	2	120-140g minimum per piece/pack. For washing laundry by hand. Not containing mercury or any other toxic substance, non harmful or causing allergy for hands. The offer shall detail the number of standard washes possible per pack in relation to a specified weight of laundry. Shelf life of 80%	
5	**Toothbrush**	Piece	2	Strong Plastic toothbrush, adult size, medium bristle, individually wrapped, Bristles are free of sharp or jagged edges and endpoints. The bristles do not fall out with normal use. All of the toothbrush components are safe for use, with protective cap.	

BASIC DIGNITY-HYGIENE KIT | ITEM SPECIFICATIONS OF 1 KIT					
#	**Description**	**Sales U.O.M**	**QTY per kit**	**Description and minimum /mandatory specifications**	**Model Picture**
6	**Toothpaste**	Piece	1	75 ml tube Minimum. Concentrated paste, with fluoride, free of parabens. Neutral flavor. The toothpaste shall be free of lumps or particles which are palpable in the mouth as separates or discrete particles. The tooth paste shall not segregate, ferment or physically deteriorate during normal conditions of storage or use. Shelf life of 80%	
7	**Underwear, adult female**	Pack	1	Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel. Made of breathable and stretchable material. Not transparent. Made of 100% cotton. Not containing any allergic substances. Size - variety of sizes (Large, X-Large, XX Large). Variety of solid colors. Pack of 4 pieces	

Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time *(weeks from receipt of order till dispatch):*_____

Expiration of Validity of Quotation *(The quotation shall be valid for a period of at least 4 months after the Closing date.):*_____

Price Schedule:

PRICE SCHEDULE						
#	Description	Sales U.O.M	QTY per kit	Unit Price in USD	TOTAL QTY of KITS	Total Price in USD
1	Bag, fabric, with UNFPA logo	Piece	1		5.000	
2	Sanitary napkins/menstrual pads, disposable	Piece	3		5.000	
3	Soap, hand, antiseptic	Piece	2		5.000	
4	Soap, laundry	Piece	2		5.000	
5	Toothbrush	Piece	1		5.000	
6	Toothpaste	Piece	2		5.000	
7	Underwear, adult female	Pack	1		5.000	
8	Kitting service	Service	1		5.000	
SUBTOTAL		Price per Kit			Subtotal	
VAT 17%						
Freight cost DAP Khartoum						
TOTAL COST		Total Price per Kit			TOTAL COST	

In your offer, please include:

1. Specific technical specifications of **each** product offered
2. Quality standard of **each** product

Vendor's comments:

#	Description	VENDOR'S Specifications	DIFFERENCE with Specifications Requested by UNFPA	Quality Standard
1	Bag, fabric, with UNFPA logo			
2	Sanitary napkins/menstrual pads, disposable			
3	Soap, hand, antiseptic			
4	Soap, laundry			
5	Toothbrush			
6	Toothpaste			
7	Underwear, adult female			
8	Kitting service ON CARDBOARD BOX			

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (http://www.unfpa.org/resources/unfpa-general-conditions-contract) and we will abide by this quotation until it expires.

Name and title **Date and Place**