



Date: 09/04/2023

Request for Quotation No. UNFPA/SDN/RFQ/ /04/23- Printing Rolls up, Stickers, Posters, Banners, and T-Shirts.

Dear Sir/Madam,

We hereby solicit your quotation for Printing (**Rolls up, Stickers, Posters, Banners, and Polo T-Shirts**) **not including designing.**

This process is based on Fast Tracking Process (FTP).

Details are described in [Annex A. Quotation Forms.](#)

Bidders are required to provide tentative delivery time. Partial bids are not permitted.

Bid validity requested is 90 days.

UNFPA reserves the right to submit a Purchase Order for all or part of the work.

UNFPA reserves the right to issue return pricing accordingly.

A) Documents to be submitted with the RFQ:

i Registration of the Vendor in the Republic of the Sudan

- Valid Commercial Registration Certificate

ii Technical Capacity

- Proven Track record of Contract/PO's demonstrating previous relevant experience with UN/INGOs in the past 2 years.
- Submission of Physical samples similar to the requirements.

iii Financial Capacity

- Submit the following financial instruments:
 - Company bank statements for last 2 years
 - Certified financial statements/Balance sheets & Audit reports

B) Criteria for selection:

Evaluation phase	Methodology for evaluation	Weight	Max scoring
TECHNICAL EVALUATION	Progressive scoring based on no. of documents provided on - Registration as Media Services Provider. - Relevant Certificates of completion, contracts with UN, NGOs, and notable companies.	40%	40
Financial EVALUATION Competitiveness on submission of Documents	Progressive scoring based on - Bank Statement to date. - Financial Statements/Balance sheets. & Audit reports for the last two years.	30%	30
FINANCIAL EVALUATION Competitiveness on Prices	Progressive scoring based on Lowest prices	40%	40
FINAL EVALUATION	Ranking considering vendor having the highest number of points across the different evaluation phases	100%	100

If you are interested in submitting a quotation for these services, kindly provide required documentation and fill in the Annex A. Quotation Form and submit your offer as follows:

Electronically to the secure mailbox sudan.office@unfpa.org

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

Clearly specify the following text in the subject line:

**RFQ No. UNFPA/SDN/RFQ/04/23, Printing
Rolls up, Stickers, Posters, Banners, and T-Shirts.**

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).

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

16/04/2023, 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: Mohamed Abdalla

Email : sudan.office@unfpa.org

Telephone : 0912566474

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.