



Date: 1 June 2018

REQUEST FOR QUOTATION No: UNFPA/IDN/RFQ/18/008

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

No	Product Name*	UOM	Quantity
1	Hygiene Kit (Kit Higienis Untuk Perempuan)	kit	1,900
2	Items for Post Delivery Kit (Kit Ibu Pasca Melahirkan)	package	305

* details specification is described in Annex III

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in the country, 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](#)

Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

II. Questions

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

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Tel N°:	<i>+62 21 29802300</i>
Fax N°:	<i>+62 21 31927902</i>
Email address of contact person:	<i>novita@unfpa.org</i>

The deadline for **submission of questions is 8 June 2018 at 17.00 WIB**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



III. Content of quotations

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

- a) Price quotation, to be submitted strictly in accordance with Price Quotation Form.
 - The bidder shall be required to quote for all items.
 - The quotation must be signed by the company's relevant authority and submitted in PDF format.
- b) Sample of all items
- c) Sample material for bags

IV. 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, are to be sent by e-mail to indonesia.office@unfpa.org no later than: **Monday, 2 July 2018 at 23.59 WIB.**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ NO. UNFPA/IDN/RFQ/18/008 - Individual Kits**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail 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.

V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

VI. Award

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

VII. 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 goods** specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.



IX. 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](#).

X. 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](#).

XI. 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 Representative, Dr. Annette Sachs Roberson at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. 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/IDN/RFQ/ 18/008
Currency of quotation:	IDR
Validity of quotation: <i>(The quotation shall be valid for a period of at least 2 months after the submission deadline.)</i>	

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price (IDR)	Qty	Total (IDR)
1	Hygiene Kit (Kit Higienis Untuk Perempuan)	Kit		1,900	
2	Items for Post Delivery Kit (Kit Ibu Pasca Melahirkan)	package		305	
GRAND TOTAL					

Date of delivery:

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ No. UNFPA/IDN/RFQ/18/008 including all annexes, amendments to the RFQ document (if applicable) 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.

Signature & Company's Seal	
Name and title	Date and place



United Nations Population Fund
7th floor Menara Thamrin
Jl. MH Thamrin Kav.3, Jakarta 10250
E-mail: indonesia.office@unfpa.org
[http: indonesia.unfpa.org](http://indonesia.unfpa.org)

ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#)

ANNEX II

Ketentuan Khusus

1. Vendor diharuskan menyerahkan penawaran harga dengan **menggunakan form sesuai “PRICE QUOTATION FORM”** disertai (i) contoh barang serta (ii) contoh bahan untuk tas paling lambat hari Senin, 2 Juli 2018 jam 23.59 WIB kepada ibu Ira Novita dengan alamat Gedung Menara Thamrin Lt.7, Jl. MH Thamrin Kav.3, Jakarta Pusat. Telp. 021-29802300.
2. Apabila terpilih, vendor diharuskan untuk mengadakan barang yang sama dengan contoh yang diberikan. ***Kelalaian dalam hal ini akan menyebabkan pembatalan kontrak***
3. Pengadaan, pengiriman barang dan pengepakan barang untuk Post Delivery Kit **harus dilaksanakan sekaligus.**
4. Vendor diharapkan menawarkan barang yang **kualitasnya sesuai dengan harga perkiraan** tsb dibawah ini:

Jenis paket	Kisaran Harga (IDR)
Hygiene Kit (kit higienis untuk perempuan) - detail isi kit dan spesifikasi pada Annex III	260.000 - 320.000
Barang-barang untuk Post Delivery Kit (Kit Ibu Pasca Melahirkan) - detail dan spesifikasi barang pada Annex III	60.000 - 70.000

Metode Penilaian

Penentuan pemenang dilakukan dengan metode *highest scoring overall* dimana vendor dengan perolehan nilai tertinggi akan menjadi pemenang. Untuk pengadaan ini ditentukan bobot sbb:

- Harga: 70 point
- Kualitas Barang: 30 point

ANNEX III DESKRIPSI KIT

KIT HIGIENIS UNTUK PEREMPUAN USIA REPRODUKSI			
No	Item	Jumlah per kit	Keterangan
1	Sarung	1 buah	
2	Handuk	1 buah	Bahan menyerap air, ukuran ± 130 cm x 60 cm
3	Sikat gigi	1 buah	ukuran dewasa, bentuk normal
4	Sabun mandi	3 buah	• Ukuran ± 85 gram • Masa kadaluarsa: minimal 2 (dua) tahun setelah tanggal konfirmasi order
5	Pasta gigi	3 buah	• Ukuran ± 75 gram • Masa kadaluarsa: minimal 2 (dua) tahun setelah tanggal konfirmasi order
5	Shampoo	3 botol	• Ukuran ± 80 ml • Masa kadaluarsa: minimal 2 (dua) tahun setelah tanggal konfirmasi order
7	Pembalut wanita	3 pak	• Tiap pak isi 10 buah • Masa kadaluarsa: minimal 3 (tiga) tahun setelah tanggal konfirmasi order
8	Celana dalam	3 buah	All size, minimal lingkar pinggang 70-90 cm
9	BH (bra)	3 buah	• Ukuran 34-38 Cup B • Lingkar dada 70-90 cm
10	Sandal jepit	1 pasang	Ukuran kaki 38-40
11	Selimut	1 buah	Agak tebal, ukuran ± 180 cm x 120 cm
12	Sisir	1 buah	
13	Senter + baterai	1 buah	Ukuran 10-20 cm dengan lampu LED
14	Peluit + tali kalung	1 buah	
15	Jerigen air	1 buah	Dapat dilipat



United Nations Population Fund
 7th floor Menara Thamrin
 Jl. MH Thamrin Kav.3, Jakarta 10250
 E-mail: indonesia.office@unfpa.org
[http: indonesia.unfpa.org](http://indonesia.unfpa.org)

16	Tas warna biru dengan logo UNFPA, DFAT dan Kementerian Kesehatan RI dan tulisan KIT HIGIENIS Tulisan jenis paket di tengah, warna hitam, huruf capital. Tinggi huruf minimal 3 cm Bahan: kanvas D420 atau setara	1 buah	Ukuran tas: Panjang: 28 cm Lebar: 22 cm Tinggi: 37 cm Panjang tali: 100 cm Lebar tali: 4 cm Resleting dan tali warna biru
17	Katalog (isi tas) ditempatkan didalam dan diluar tas	2 buah	

KIT IBU PASCA MELAHIRKAN			
No	Item	Jumlah	Keterangan
1	Sabun mandi	3 buah	• Ukuran $\pm$ 85 gram • Masa kadaluarsa: minimal 2 (dua) tahun setelah tanggal konfirmasi order
2	Shampoo	3 botol	• Ukuran $\pm$ 80 ml • Masa kadaluarsa: minimal 2 (dua) tahun setelah tanggal konfirmasi order
3	Pasta gigi	3 buah	• Ukuran $\pm$ 75 gram • Masa kadaluarsa: minimal 2 (dua) tahun setelah tanggal konfirmasi order
4	Sikat gigi	1 buah	ukuran dewasa, bentuk normal
5	Sisir	1 buah	
6	Minyak telon	3 botol	• Ukuran $\pm$ 50 ml • Masa kadaluarsa: minimal 3 (tiga) tahun setelah tanggal konfirmasi order

Enam item tersebut untuk dimasukkan dalam plastik bening dengan logo UNFPA, DFAT dan Kementerian Kesehatan RI, dan akan dimasukkan kedalam kit Ibu Pasca Melahirkan yang berada di gudang di Jakarta (alamat lengkap menyusul)

CONTOH TAS



PENGEMASAN

1. Untuk kit higienis:
 - a. Paket harus dikemas dalam karung plastik warna putih.
 - b. Isi tiap karung plastik sebanyak 10 tas.
 - c. Karung harus disablon (2 sisi) dengan keterangan sbb:
 - Logo UNFPA, logo DFAT dan logo Kementerian Kesehatan RI
 - Jenis kit
 - Jumlah tas
 - Bulan/tahun pembuatan
 - Warna logo & tulisan: hitam
 - Tinggi huruf: minimal 6 cm
2. Untuk kit Ibu Pasca Melahirkan, enam item/barang akan dimasukkan kedalam kit Ibu Pasca Melahirkan yang berada di gudang di Jakarta (alamat lengkap menyusul)

Contoh:



PAKET IBU HAMIL

ISI : 10 TAS

JUNI/2018

ALAMAT PENGIRIMAN:

Gudang di Jakarta (alamat lengkap menyusul)