



United Nations Population Fund
7th floor Menara Thamrin
Jl. MH Thamrin Kav.3, Jakarta 10250
E-mail: indn.bids@unfpa.org
Website: indonesia.unfpa.org

Date: 26 March 2025

REQUEST FOR QUOTATION RFQ N° UNFPA/IDN/RFQ/25/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Individual Kit	Menstrual Hygiene Kit	Kit	300
2	Individual Kit	Female Dignity Kit	kit	31
3	Individual Kit	Maternity Kit	kit	167
4	Individual Kit	Post Delivery Kit	Kit	145
5	Individual Kit	Newborn Kit	Kit	165
6	Individual Kit	Female ELderly Kit	Kit	80
7	Individual Kit	Male ELderly Kit	Kit	80
8	Individual Kit	Female Disability Kit	Kit	50

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 childbirth 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. Service Requirements

The detailed technical specifications are available in Annex II.



III. Questions

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

Name of contact person at UNFPA:	<i>Mr. Cahyo Setiabudi</i>
Email address of contact person:	<i>indn.bids@unfpa.org</i>



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The deadline for submission of questions is **Wednesday, April 4th 2025 at 17:00 Jakarta Time¹**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested products and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- UNFPA supports Gender Equality and Social Inclusion - bidder may provide evidence that demonstrates commitment to value diversity, promote equality and sensitivity toward women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities or membership of institutions/associations promoting such issues.

V. Content of quotations

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

- a) Technical proposal form, in response to / comply with the requirements outlined in the specifications (Annex II):
 - o The bidder shall be required to quote for all items;
 - o It is to be submitted strictly in accordance to the format provided, duly completed.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation form, to be submitted strictly in accordance to the format provided, duly completed and signed.
- d) Company profile.
- e) Company registration certificate (copy of “TDP / Tanda Daftar Perusahaan” with valid period).
- f) List and value of similar products provided for the last three (3) years plus client’s contact details who may be contacted for further information on those contracts.

All parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section V above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **Wednesday, April 11th 2025 at 23:59 Jakarta Time²**.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

² <http://www.timeanddate.com/worldclock/city.html?n=69>



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Name of contact person at UNFPA:	<i>Mr. Cahyo Setiabudi</i>
Email address of contact person:	<i>indn.bids@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/IDN/RFQ/25/004 - Procurement of 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 email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance of the quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VII. Overview of Evaluation Process

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

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. The technical proposal form containing specification details quoted, will be evaluated for technical compliance prior to the comparison of price quotes:

1. All requirements documents set forth in Section IV checked and reviewed.
2. Bidder(s) who pass the above number (1), will be processed for evaluation on their technical proposal form:
 - Yes: meet the requirements outlined in the Annex II
 - No: does not meet the requirements outlined in the Annex II
3. Bidder(s) who pass the above number (2) will be processed for price comparison.
4. The lowest bidder resulted from the above number (3) will be required to submit physical samples of the goods quoted:
 - all items of each kit and printed bag: one quantity only of each item with the same specification details (for example: item soap has the same specification details in each kit type therefore only one quantity to be provided)
 - within 5 calendar days to UNFPA. The exact address for the sample submission will be communicated to the bidder by email
5. Evaluation on the technical specification details of sample submitted - above number (4) to determine:
 - Yes: meet the requirements outlined in the Annex II
 - No: does not meet the requirements outlined in the Annex II
6. If answer to the above number (5) is yes, recommended for contract award
7. If answer to the above number (5) is no / the sample analyzed does not meet the requirements, then the offer is disqualified and to repeat the process stated on number (4) from the next lowest compliant offer.

VIII. Award

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.



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IX. 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.

X. Payment Terms

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

XI. 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](#).

XII. 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](#).

XIII. 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, Mr. Hassan Mohtashami at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Supply Chain Management Unit at supplychain@unfpa.org.

XIV. 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).



TECHNICAL PROPOSAL FORM

Name of Bidder:	[insert name of company]
Date of the quotation:	[insert quotation date]
Request for quotation N°:	UNFPA/IDN/RFQ/25/004

- The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Item 1	Menstrual Hygiene Kit
Specifications	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply with RFQ specification [tick/select one] [insert a description of the technical specifications of the goods quoted accompanied by a photo of the product listed in the price offer form]

Item 2	Female Dignity Kit
Specifications	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply with RFQ specification [tick/select one] [insert a description of the technical specifications of the goods quoted accompanied by a photo of the product listed in the price offer form]

Item 3	Maternity Kit
Specifications	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply with RFQ specification [tick/select one] [insert a description of the technical specifications of the goods quoted accompanied by a photo of the product listed in the price offer form]

Item 4	Post delivery Kit
Specifications	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply with RFQ specification [tick/select one] [insert a description of the technical specifications of the goods quoted accompanied by a photo of the product listed in the price offer form]



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Item 5	Newborn Kit
Specifications	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply with RFQ specification [tick/select one] [insert a description of the technical specifications of the goods quoted accompanied by a photo of the product listed in the price offer form]

Item 6	Female ELderly Kit
Specifications	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply with RFQ specification [tick/select one] [insert a description of the technical specifications of the goods quoted accompanied by a photo of the product listed in the price offer form]

Item 7	Male ELderly Kit
Specifications	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply with RFQ specification [tick/select one] [insert a description of the technical specifications of the goods quoted accompanied by a photo of the product listed in the price offer form]

Item 8	Female Disability Kit
Specifications	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply with RFQ specification [tick/select one] [insert a description of the technical specifications of the goods quoted accompanied by a photo of the product listed in the price offer form]



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PRICE QUOTATION FORM

Name of Bidder:	[insert name of company / institution]
Date of the quotation: Request for quotation N°:	[insert quotation date] UNFPA/IDN/RFQ/25/004
Currency of quotation:	IDR
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline)</i>	[insert validity of quotation date]

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

TABLE 1: Price:

Item N°	Product Name & Description	UOM	Unit Price	Number of Units	Total Price
1	Menstrual Hygiene Kit	Kit	[insert unit price]	300	[insert total price]
2	Female Dignity Kit	kit	[insert unit price]	31	[insert total price]
3	Maternity Kit	kit	[insert unit price]	167	[insert total price]
4	Post Delivery Kit	Kit	[insert unit price]	145	[insert total price]
5	Newborn Kit	Kit	[insert unit price]	165	[insert total price]
6	Female ELderly Kit	Kit	[insert unit price]	80	[insert total price]
7	Male ELderly Kit	Kit	[insert unit price]	80	[insert total price]
8	Female Disability Kit	Kit	[insert unit price]	50	[insert total price]
GRAND TOTAL					[insert total price]
Delivery schedule (in calendar days)*					[insert delivery schedule]

*delivery lead time calculated from date of Purchase Order issued, until goods arrive at UNFPA warehouse in Jakarta

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation is at least 3 months after the submission deadline	[insert answer]	[insert answer]	[insert answer]
Submission in accordance to the section IV: <ul style="list-style-type: none"> The bidder shall be required to quote for all items Technical proposal from: the bidder shall provide list containing all quoted products with detailed technical specifications, in response to the requirements outlined in the Annex II Price quotation submitted strictly in accordance with Price Quotation Form 	[insert answer]	[insert answer]	[insert answer]
After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted to provide clarification(s) related to the submission	[insert answer]	[insert answer]	[insert answer]
Comply to meet all Provisions of the UNFPA General Terms and Conditions	[insert answer]	[insert answer]	[insert answer]

Vendor's Comments:

[insert comments if any]

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/25/004 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.

[insert name, title, signature and company's seal/stamp]	[insert date and place]
Name and title	Date and place



DECLARATION FORM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ³ have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>

³ "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:

Name of the Company:

UNGM N°:

Postal Address:

Email:



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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](#), [Spanish](#) and [French](#)