



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)

Date : 26 October 2018

Invitation to Bid (ITB)
Bid No. UNFPA/IDN/ITB/18/001

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following items:

No.	Product name and description	Quantity
1	Hygiene Kits - Lot 1	4,000 kits
2	Hygiene Kits - Lot 2	4,000 kits
3	Hygiene Kits - Lot 3	3,090 kits
4	Maternity Kits - Lot 4	4,000 kits
5	Maternity Kits - Lot 5	1,750 kits
6	Post Delivery Kits - Lot 6	2,320 kits
7	Newborn Kits - Lot 7	2,250 kits

If you are interested in submitting a bid for these items/services, kindly fill in the attached submission form and submit it in a sealed envelope to the address indicated below /send to the secure fax or secure email address indicated below/ not later than **Thursday, November 1, 2018 at 11.00 am.**



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If you submit your Bid in hard copy, please ensure to mark your envelope with the ITB reference number and the words “**Sealed bid. Do not open before Thursday, November 1, 2018**” to the following address:

United Nations Population Fund, 7th Floor Menara Thamrin,, Jl. M.H. Thamrin Kav 3, Jakarta 10250, Indonesia

If you submit your Bid electronically, it should be submitted to: **indonesia.office@unfpa.org**

Note:

Do not submit your bid/proposal to the contact person’s email address! And do not submit/send to any other email address and/or cc (carbon copy)

Documents to be submitted with the bid:

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Evidence of Bidder’s previous experience and clients
- d. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents
- e. Financial bid including the price schedule

Partial bids are **allowed** under this ITB. Note: Partial bids mean that the bidder does not have to offer all requested commodity types in order to submit a complete bid. However, within each commodity type, full quantities must be offered.

INCOTERMS 2010:

- Price of goods DAP UNFPA warehouse in Jakarta.



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Validity of Bid:

The prices of the bid shall be valid until 31 December 2018. A bid valid for a shorter period shall be rejected by UNFPA.

Delivery Time:

The maximum allowed delivery time is **3 (three) weeks** upon issuing of purchase order or confirmation of order. Partial delivery is allowed.

Evaluation of Bids:

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.



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Contract Award:

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time. Note: if partial bids are allowed, the lowest evaluated bidder will be evaluated by commodity type.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Attachments:

- **Bid Submission Form**
- **Bidders Identification Form**
- **Technical specification and requirements of the product (Product Item Overview Form)**
- **Price Schedule Form**



1. Bid Submission Form

Name of Bidder: _____
Contact Person: _____
Title: _____
Email Address: _____
Telephone Number: _____

Date of Bid: _____
Bid No: UNFPA/IDN/ITB/18/001
Currency of Bid price: IDR
Delivery time _____
Expiration of Validity of Bid/Proposal 31 December 2018

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/resources/unfpa-general-conditions-contract> and we will abide by this bid/proposal until it expires.

We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.

Name and title

Date and Place



2. Bidders Identification Form

Bid No. UNFPA/IDN/ITB/18/001

1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co.Ltd, NGO/institution/other (please specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	



Commercial Representatives in the country: Name/Address/Phone (for international companies only)	
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2. Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	

4. Client Reference List

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			



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5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid



3. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	Hygiene Kits (Lot 1) See Annex I for detail spec.		
2	Hygiene Kits (Lot 2) See Annex I for detail spec.		
3	Hygiene Kits (Lot 3) See Annex I for detail spec.		
4	Maternity Kits (Lot 4) See Annex II for detail specs.		
5	Maternity Kits (Lot 5) See Annex II for detail specs.		
6	Post Delivery Kits (Lot 6) See Annex III for detail specs.		
7	Newborn Kits (Lot 7) See Annex IV for detail specs.		



4. Price Schedule Form

Name of Bidder: _____
Date of Bid: _____
Bid No: UNFPA/IDN/ITB/18/001
Currency of Bid price: IDR
Delivery time _____
Expiration of Validity of Bid/Proposal 31 December 2018

- 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 Quotation will be rejected.

Item No.	Product name and description	Quantity	Unit price (IDR)	Total price (IDR)	Delivery schedule (calendar days)
1	Hygiene Kits – Lot 1	4,000 kits			
2	Hygiene Kits – Lot 2	4,000 kits			
3	Hygiene Kits – Lot 3	3,090 kits			
4	Maternity Kits – Lot 4	4,000 kits			
5	Maternity Kits – Lot 5	1,750 kits			
6	Post Delivery Kits – Lot 6	2,320 kits			
7	New Born Kits – Lot 7	2,250 kits			

Please see annexes for details specification

Vendor's Comments:



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PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

Name and title

Date and Place

DESCRIPTION OF SPECIFICATION KITS

ANNEX I

Hygiene Kits for Women			
No	Item	Quantity / kit	Remarks
1	Sarong	1 pcs	
2	Towel	1 pcs	Size ± 130 cm x 60 cm / medium absorbent fabric
3	Tooth Brush	1 pcs	Size : for Adult
4	Bar soap	3 pcs	<ul style="list-style-type: none"> Weight ± 85 gram expired date minimum 2 (two) years after confirmation order
5	Tooth paste	3 pcs	<ul style="list-style-type: none"> weight ± 75 gram expired date minimum 2 (two) years after confirmation order
6	Shampoo	3 bottles	<ul style="list-style-type: none"> Weight ± 80ml expired date minimum 2 (two) years after confirmation order
7	Sanitary Napkins	3 pack	<ul style="list-style-type: none"> Content 10 pcs / pack expired date minimum 3 (three) years after confirmation order
8	Underwear	3 pcs	All size, Waist measurement 70-90 cm
9	BH (bra)	3 pcs	Size 34-38 Cup B, Ripcage measurement : 70-90cm
10	Flip-flops	1 pair	Size : 38-40
11	Blanket	1 pcs	Size ± 180 cm x 120 cm, quite thick
12	Comb	1 pcs	
13	Flashlight + batteries	1 pcs	Size 10-20 cm, Bulb : LED
14	Whistle + rope	1 pcs	
16	Bag for packing Colour : blue Material : Canvas D420 or equivalent Marking : HYGIENE KIT Position : in the middle Colour : black Font : Capital (high 3 cm) Marking Logo : UNFPA, DFAT and MOH	1 pcs	Specification of bag: Length: 28 cm Wide: 22 cm High: 37 cm Length of rope: 100 cm Wide of rope: 4 cm Colour of rope : Blue Zipper



17	Catalogue / List of content Inside and outside of bag	2 pcs	
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ANNEX II

MATERNITY KITS			
No	Item	Quantity / kit	Remarks
1	Bra for pregnant women	3 pcs	<ul style="list-style-type: none"> • size: 38-40 • Cup B and C • Bust: 83-90 cm
2	Kain panjang (jarik)	1 pcs	Cotton fabric
3	Underwear	3 pcs	Big size Min. waist measurement 80-100 cm
4	Maternity clothing/long sleeved	1 pcs	<ul style="list-style-type: none"> • Min. Bust measurement 100 cm • Min. Waist measurement 110 cm
5	Blanket	1 pcs	size ± 180 cm x 120 cm, quite thick
6	Bar Soap	3 pcs	<ul style="list-style-type: none"> • Weight ± 85 gram • expired date minimum 2 (two) years after confirmation order
7	Tooth Paste	3 pcs	<ul style="list-style-type: none"> • weight ± 75 gram • expired date minimum 2 (two) years after confirmation order
8	Shampoo	3 bottles	<ul style="list-style-type: none"> • weight ± 80 ml • expired date minimum 2 (two) years after confirmation order
9	Tooth Brush	1 pcs	Size : for Adult
10	Towel	1 pcs	Size : ± 130 cm x 60 cm, medium absorbent fabric
11	Flashlight + Battery	1 pcs	Size : length 10-20 cm, bulb LED
12	Flip-flops	1 pair	Size: 38-40
13	Comb	1 pcs	
14	Whistle + rope	1 pcs	
15	Bag for packing Color : green Material : Canvas D420 or equivalent Marking : MATERNITY KITS Position : in the middle Color : black Font : Capital (high 3 cm) Marking Logo : UNFPA, DFAT and MOH	1 pcs	Specification of bag: Length: 28 cm Wide: 22 cm High: 37 cm Length of rope: 100 cm Wide of rope: 4 cm Color of rope : Green Zipper



16	Catalog / List of content Inside and outside of bag	2 pcs	
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ANNEX III

POST DELIVERY KITS			
No	Item	Quantity / kit	Remarks
1	Breastfeeding Bra	3 pcs	Size: 38-40 Cup B and C (cup for breastfeeding) Bust measurement 80-90 cm
2	Long cloth (jarik)	1 pcs	Material : Cotton
3	Sarong	1 pcs	
4	Sanitary Napkins (post delivery)	3 pack	content 10 pcs / pack
5	Blouse with front button (for breastfeeding)	2 pcs	Min. Bust measurement 100 cm Min. Waist/hips measurement 110 cm
6	Underwear	3 pcs	Big size Min. Waist measurement 80-100 cm
7	Blanket	1 pcs	size ± 180 cm x 120 cm, quite thick
8	Bar soap	3 pcs	<ul style="list-style-type: none"> Weight ± 85 gram expired date minimum 2 (two) years after confirmation order
9	Tooth paste	3 pcs	<ul style="list-style-type: none"> weight ± 75 gram expired date minimum 2 (two) years after confirmation order
10	Shampoo	3 bottles	<ul style="list-style-type: none"> weight ± 80 ml expired date minimum 2 (two) years after confirmation order
11	Tooth Brush	1 pcs	Size : for Adult
12	Flip-flops	1 pair	Size: for feet 38-40
13	Comb	1 pcs	
14	Towel	1 pcs	Size : ± 130 cm x 60 cm, medium absorbent fabric
15	Flashlight + battery	1 pcs	Size : length 10-20 cm, bulb LED
16	Whistle + rope	1 pcs	

17	Bag for packing Colour : orange Material : Canvas D420 or equivalent Marking : POST DELIVERY KITS Position : in the middle Colour : black Font : Capital (high 3 cm) Marking Logo : UNFPA, DFAT and MOH	1 pcs	Specification of bag: Length: 28 cm Wide: 22 cm High: 37 cm Length of rope: 100 cm Wide of rope: 4 cm Colour of rope : Orange Zipper
18	Catalog / List of content Inside and outside of bag	2 pcs	

ANNEX IV

NEW BORN KITS (0-3 month)			
No	Item	Quantity / kit	Remarks
1	Diapers	12 pcs	Cotton fabric For baby (0-3 month)
2	Baby cloth	12 pcs	Cotton fabric For baby (0-3 month)
3	Baby gloves and socks	12 pair	Cotton fabric
4	Baby blanket /selimut gendong	1 pcs	Size ± 180 cm x 120 cm
5	Baby hat	1 pcs	Flanel fabric
6	Baby mosquito net	1 pcs	Packing separetly
7	Baby cloth / Kain bedong	12 pcs	Flanel fabric, soft
8	Baby Bar soap	3 pcs	<ul style="list-style-type: none"> • size ± 75-80 gram • expired date minimum 2 (two) years after confirmation order
9	Baby towel	1 pcs	Soft, absorbent fabric
10	Telon oil	3 bottles	<ul style="list-style-type: none"> • weight ± 60 ml • expired date minimum 2 (two) years after confirmation order
11	Baby oil	1 bottle	<ul style="list-style-type: none"> • size ± 100 ml • expired date minimum 2 (two) years after confirmation order
12	Wet Tissue	3 pack	<ul style="list-style-type: none"> • 50 sheets / pack • expired date minimum 2 (two) years after confirmation order



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13	Bag for packing Color : Red Material : Canvas D420 or equivalent Marking : NEW BORN KITS Position : in the middle Color : black Font : Capital (high 3 cm) Marking Logo : UNFPA, DFAT and MOH	1 pcs	Specification of bag: Length: 28 cm Wide: 22 cm High: 37 cm Length of rope: 100 cm Wide of rope: 4 cm Color of rope : Red Zipper
14	Catalog / List of content Inside and outside of bag	2 pcs	

PACKAGING

- a. the kit must be packaged in a white plastic sack
- b. the white plastic sack consist of 5 kits
- c. the white plastic sack must be marked in 2 sides with following specification:
 - Logo UNFPA, Logo DFAT and Logo Ministry of Health
 - Name of kits
 - Quantity of bag
 - Date of production: month/year
 - Color of logos and text : Black
 - Height of logo : min. 6 cm

Sample of kits and bag



Sample of Sacks



Sample of Logo:



Delivery Address: UNFPA warehouse in Jakarta