



Date: 30 January 2020

REQUEST FOR QUOTATION RFQ N^o UNFPA/IDN/RFQ/20/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item	Product Name*	Quantity
1	Maternity Kit	100 kits
2	Post Delivery Kit	100 kits
3	Female Elderly Kit	100 kits

*details specification is described in Annex IV

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform 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 the above mentioned product. The selected vendor is expected to provide such product, 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>Mayadewi</i>
Tel N ^o :	<i>+62 21 29802300</i>
Email address of contact person:	<i>mayadewi@unfpa.org</i>

The deadline for submission of questions is **Friday, February 7th 2020 at 17:00 Jakarta Time¹**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

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



III. Content of quotation

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) Copy of legal documents (establishment in Indonesia)

IV. Instructions for submission

Quotations should be prepared based on the guidelines set forth in Section III above, properly filled out and signed, to be sent by e-mail to indonesia.office@unfpa.org no later than: **Thursday, February 13th 2019 at 23:59 Jakarta Time².**

Please note the following guidelines for the submission:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/IDN/RFQ/20/002 - 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 they 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 (Annex IV) and the total cost of the goods (price quotation).

VI. Award Criteria

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

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



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, Ms. Anjali Sen 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^o:	UNFPA/IDN/RFQ/20/002
Currency of quotation :	IDR
Delivery charges based on the following 2010 Incoterm:	N/A
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- The format provided shall be used as a model in preparing the Price Quotation. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
- 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.

Item No.	Product Name and Description	QTY	Unit	Unit price (IDR)	Total price (IDR)	Delivery schedule* (calendar days)
1	Maternity Kit	100	Kits			
2	Post Delivery Kit	100	Kits			
3	Female Elderly Kit	100	Kits			
TOTAL						

*from the date of order confirmation by UNFPA

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N^o UNFPA/IDN/RFQ/20/002 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.

	Click here to enter a date.
Name and title	Date and place



United Nations Population Fund
7th Floor Menara Thamrin
Jl. M.H. Thamrin Kav.3, Jakarta 10250
E-mail: indonesia.office@unfpa.org
Website: 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](#), [Spanish](#) and [French](#)



**ANNEX II:
 BIDDER IDENTIFICATION FORM
 UNFPA/IDN/RFQ/20/002**

1. Organizational Information	
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 (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 (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Expertise of Staff	
Total number of staff	
Number of staff involved in similar contracts	

3. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation	
Name/Surname	
Telephone Number (direct)	
Email address (direct)	



**ANNEX III:
 BIDDER'S PREVIOUS EXPERIENCE
 UNFPA/IDN/RFQ/20/002**

Order No. & Date	Description*	Client	Contact person, phone number, email address	Date of service		Contract Amount (Currency)	Satisfactory completion**
				From	To		

**Indicate relevant contracts to the one requested in the RFQ: description of products, services or works provided to clients.*

***To be attached: Evidence (client's letter or certificate) in support of satisfactory completion of above orders.*

Signature and stamp of the Bidder:	
Name and title:	
Name of Company:	
Telephone:	
Email:	
Date:	

ANNEX IV DESCRIPTION OF KITS SPECIFICATION

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 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 • expiry date minimum 2 (two) years after confirmation of order
7	Tooth Paste	3 pcs	<ul style="list-style-type: none"> • weight ± 75 gram • expiry date minimum 2 (two) years after confirmation of order
8	Shampoo	3 bottles	<ul style="list-style-type: none"> • weight ± 80 ml • expiry date minimum 2 (two) years after confirmation of 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	Whistle: mini size material stainless steel
15	Water Jerry Can	1 pcs	Foldable; capacity: 5 litre
16	Bag for packing	1 pcs	Size: 28cm x 22cm x 37cm; color: Green Handle: rope 4 cm x 100cm; color: Green material: Canvas D420 or equivalent Zipper Marking: KIT IBU HAMIL (position: in the middle; colour: white; font: Capital (high 3cm)) Logo: UNFPA-MOH-DFAT
17	Catalog / List of content Inside and outside of bag	2 sheets	Information about the items, place inside and outside of the bag Size 10 cm x 20 cm

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	Whistle: mini size material stainless steel
17	Water Jerry can	1 pcs	Foldable; capacity: 5 litre
18	Bag for packing	1 pcs	Size: 28cm x 22cm x 37cm; color: Orange Handle: rope 4 cm x 100cm; color: Orange Material: Canvas D420 or equivalent Marking: KIT IBU MELAHIRKAN (position: in the middle; colour: white; font: Capital (high 3cm)) Logo: UNFPA-MOH-DFAT
19	Catalog / List of content Inside and outside of bag	2 pcs	

ELDERLY KITS FOR FEMALE			
No	Item	Qty / kit	Remarks
1	Sarong	1 pcs	Normal size
2	Towel	1 pcs	Size : ± 100 cm x 50 cm, medium absorbent fabric
3	Toothbrush	1 pcs	Size: for Adult
4	Bar soap	3 pcs	<ul style="list-style-type: none"> • Weight ± 85 gram • expiry date minimum 2 (two) years after confirmation of order
5	Tooth paste	3 pcs	<ul style="list-style-type: none"> • Weight ± 75 gram • expiry date minimum 2 (two) years after confirmation of order
6	Shampoo	3 bottles	<ul style="list-style-type: none"> • Weight ± 60 ml • expiry date minimum 2 (two) years after confirmation of order
7	Re-usable pampers for elderly	5 pcs	<ul style="list-style-type: none"> • water resistant
8	Underwear	3 pcs	waist measurement 80-100 cm
9	Bra	3 pcs	Size: 34-38 Cup B below breast size 73-90cm
10	Flip-flops	1 pair	Size: 35-40
11	Comb	1 pcs	Size: 15-30 cm
12	Flashlight + Battery	1 pcs	Size : length 10-20 cm, bulb LED
13	Whistle	1 pcs	Mini size material stainless steel
14	Band for flashlight and whistle	1 pcs	ID card cord
15	Warmer sock	3 pcs	All size
16	Warm balm	2 bottles	Expiry date minimum 2 (two) years after confirmation of order
17	Warm hat	2 pcs	All size
18	Nail clipper	1 pcs	Mini size material stainless steel
19	Elderly stick	1 pcs	Size: standard
20	Reading glasses	1 pcs	
21	Cotton buds	1 pack	
22	Warm cloth/jacket	1 pcs	All size
23	Bedpan	1 pcs	Mini size material plastic
24	Water jerry can	1 pcs	Foldable; material plastic
25	Bag for packing	1 pcs	Size: 28cm x 22cm x 37cm; color: Purple Handle: rope 4 cm x 100cm; color: Purple material: Canvas D420 or equivalent Marking: KIT LANSIA PEREMPUAN Logo: MOWECP, MOH, UNFPA and DFAT
26	Catalogue/List of content	2 sheets	Information about the items, place inside and outside of the bag Size 10 cm x 20 cm

PACKAGING

- a. each kit contains items listed above and leaflet provided by UNFPA
- b. the kit must be packaged in a box/container
- c. each box/container consist of 5 kits
- d. the box/container must be marked in 2 sides with following specification:
 - Logo UNFPA, Logo Ministry Women Empowerment and/or Logo Ministry of Health and Logo DFAT
 - Name of kits
 - Quantity of bag
 - Date of production: month/year
 - Color of logos and text : White
 - Height of logo : min. 6 cm

Sample of kits and bag



Logo



Delivery Address: UNFPA warehouse in Jakarta