



Date: 6 May 2020

REQUEST FOR QUOTATION
RFQ N° UNFPA/IDN/RFQ/20/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item	Product Name*	Quantity
1	Maternity Kit	400 kits
2	Newborn Kit	300 kits
3	Female Elderly Kit	200 kits
4	Post Delivery Kit	300 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](http://unfpa.org/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>Ira Novita</i>
Tel N°:	<i>+62 21 29802300</i>
Email address of contact person:	<i>novita@unfpa.org</i>

The deadline for submission of questions is **Monday, May 11th 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)
- c) Picture of all items of each kit and material for bags (after the closing date, bidder will be contacted and required to present and explain the pictures submitted)

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: **Wednesday, May 20th 2020 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° UNFPA/IDN/RFQ/20/005 - 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

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



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, 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/20/005
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.
- If selected, bidder must produce the items as per specification stated in annex IV and as per the pictures submitted and presented during process. **Failure to comply may impact cancellation of the order.**

Item No.	Product Name and Description	QTY	Unit	Unit price (IDR)	Total price (IDR)	Delivery schedule* (calendar days)
1	Maternity Kit	400	Kits			
2	Newborn Kit	300	Kits			
3	Female Elderly Kit	200	Kits			
4	Post Delivery Kit	300	Kits			
TOTAL						

*from the date of order confirmation by UNFPA

<i>Vendor's Comments:</i>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N^o UNFPA/IDN/RFQ/20/005 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/20/005**

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/20/005**

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

**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	Maternity Bra	3 pcs	<ul style="list-style-type: none"> • Size: 38-40 • Cup B and C • Bust measurement 80-90 cm • Material : Cotton
2	Long Cloth (Kain Jarik)	1 pc	Material : Cotton (doesn't fade)
3	Maternity Underwear	3 pcs	<ul style="list-style-type: none"> • Big size (XL) • For 4-9 month pregnancy • Min. Waist measurement 80-100 cm
4	Maternity dress/blouse	1 pc	<ul style="list-style-type: none"> • Min. Bust measurement 100 cm • Min. Waist measurement 110 cm
5	Blanket	1 pc	<ul style="list-style-type: none"> • Material : Flanel/Cotton, Soft and Thick • Size : ± 180 cm x 120 cm
6	Bar Soap	3 pcs	<ul style="list-style-type: none"> • Weight : Minimum 70 gram • Expired 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 pcs	<ul style="list-style-type: none"> • Weight : Minimum 75 gram • Expired date minimum 2 (two) years after confirmation of order
9	Tooth Brush	1 pc	Size : Adult
10	Towel	1 pc	<ul style="list-style-type: none"> • Material : Corded/Combat • Medium absorbent fabric • Size : ± 130 cm x 60 cm
11	Flashlight with Strap + Battery	1 pc	<ul style="list-style-type: none"> • Size : Length 10-20 cm, with rope • 2A battery (battery taken out from the flashlight and pack separately in the bag) • Bulb : LED

12	Flip-flops	1 pair	Size : Adult 38-40
13	Comb	1 pc	Size : Adult
14	Whistle with Strap	1 pc	<ul style="list-style-type: none"> • Size : Travel Size • Material : Stainless Steel
15	Water Jerry Can	1 pc	<ul style="list-style-type: none"> • Foldable • Capacity: 5 litre
16	Alcohol-based hand rub	2 bottle	<ul style="list-style-type: none"> • 50ml per bottle • 70% alcohol-based
17	Non medical mask	4 pcs	<ul style="list-style-type: none"> • Material : Good breathability • Minimum 2 ply • Reusable
18	Bag for packing	1 pc	<ul style="list-style-type: none"> • Color: Green • Size: 28cm x 22cm x 37cm • Handle: Rope 4 cm x 100cm; color: Green • Material: Canvas D420 or equivalent • Marking: KIT IBU MELAHIRKAN (Position: In the middle; color: white; font: Capital (high 3cm)) • Logo: UNFPA-MOH-DFAT-IBI • Marking & Logo are printed both sides
19	Catalog / List of Content (Inside and outside of the bag)	2 pcs	<ul style="list-style-type: none"> • List of information of all items, printed on Art Paper 150gr • Size : 10 cm x 20 cm

NEW-BORN KITS (0-3 month)			
No	Item	Quantity	Remarks
1	Disposable Diaper	12 pcs	Size : Newborn (for baby 0-3m) month)
2	Baby Cloth	12 pcs	<ul style="list-style-type: none"> Material : Cotton fabric Size : Newborn (for baby 0-3 month)
3	Baby gloves and socks	12 pair	<ul style="list-style-type: none"> Material : Cotton fabric Size : Newborn (for baby 0-3m)
4	Baby Blanket / Baby Sling Blanket (Selimut Gendong)	1 pc	<ul style="list-style-type: none"> Material : Cotton fabric Size : ± 180 cm x 120 cm
5	Baby Hat	1 pc	<ul style="list-style-type: none"> Material : Flannel/Cotton fabric Size : Newborn (for baby 0-3m)
6	Baby Mosquito Net	1 pc	
7	Baby Swaddle (Kain Bedong)	12 pcs	Material : Cotton fabric and soft
8	Baby Bar soap	3 pcs	<ul style="list-style-type: none"> Weight : Minimum 70 gram Expiry date minimum 2 (two) years after confirmation of order
9	Baby towel	1 pc	Material : Corded/Combat, Soft, and Good absorbent
10	Telon Oil	3 pcs	<ul style="list-style-type: none"> Size : Minimum 60 ml Expiry date minimum 2 (two) years after confirmation of order
11	Baby oil	1 pc	<ul style="list-style-type: none"> Size : Minimum 100 ml Expiry date minimum 2 (two) years after confirmation of order
12	Baby Wet Tissue	3 pack	<ul style="list-style-type: none"> Size : 50 sheets / pack Expiry date minimum 2 (two) years after confirmation of order
13	Water Jerry can	1 pc	<ul style="list-style-type: none"> Foldable Capacity: 5 litre
14	Alcohol-based hand rub	2 bottle	<ul style="list-style-type: none"> 50ml per bottle 70% alcohol-based

15	Non medical mask	4 pcs	<ul style="list-style-type: none"> • Material : Good breathability • Minimum 2 ply • Reusable
16	Bag for packing	1 pc	<ul style="list-style-type: none"> • Color : Red • Size: as compact as possible, to allow all items fit in the bag including the Baby Mosquito Net • Handle: Rope 4 cm x 100cm; color: Red • Material: Canvas D420 or equivalent • Zipper • Marking: NEW-BORN KIT/KIT BAYI BARU LAHIR (Position: In the middle; color: white; font: Capital (high 3cm)) • Logo: UNFPA-MOH-DFAT-IBI • Marking & Logo are printed both side
17	Catalog / List of content (Inside and outside of the bag)	2 sheets	<ul style="list-style-type: none"> • List of information of all items, printed on Art Paper 150gr • Size : 10 cm x 20 cm

ELDERLY KITS FOR FEMALE			
No	Item	Quantity	Specifications
1	Sarong	1 pc	Size : Adult
2	Towel	1 pc	<ul style="list-style-type: none"> • Material : Corded/Combat • Medium absorbent fabric • Size : ± 130 cm x 60 cm
3	Tooth Brush	1 pc	Size : Adult
4	Bar Soap	3 pcs	<ul style="list-style-type: none"> • Weight : Minimum 70 gram • Expired date minimum 2 (two) years after confirmation of order
5	Tooth Paste	3 pcs	<ul style="list-style-type: none"> • Weight : Minimum 75 gram • Expired date minimum 2 (two) years after confirmation of order
6	Shampoo	3 pcs	<ul style="list-style-type: none"> • Weight : Minimum 70 ml • Expired date minimum 2 (two) years after confirmation of order
7	Disposable Diaper for Elderly	3 pack	<ul style="list-style-type: none"> • 3 pcs in each pack • Size : L/XL • Water resistant
8	Underwear	3 pcs	<ul style="list-style-type: none"> • Size M/L • High Waist type
9	Bra	3 pcs	<ul style="list-style-type: none"> • Size: 34-38 • Cup B • Material : Cotton
10	Flip-flops	1 pair	Size: 37-39
11	Comb	1 pc	Size : Adult
12	Flashlight with Strap + Battery	1 pc	<ul style="list-style-type: none"> • Size : Length 10-20 cm, with rope • 2A battery (battery taken out from the flashlight and pack separately in the bag) • Bulb : LED
13	Whistle with Strap	1 pc	<ul style="list-style-type: none"> • Size : Travel Size • Material : Stainless Steel
14	Warmer sock	3 pcs	<ul style="list-style-type: none"> • Size : All size for adult • Thick

15	Warm balm	2 pcs	<ul style="list-style-type: none"> • Minimum 20gr • Expiry date minimum 2 (two) years after confirmation of order
16	Warm Hat (Kupluk)	2 pcs	Adult all size
17	Nail Clipper	1 pc	<ul style="list-style-type: none"> • Mini size • Material stainless steel
18	Stick for Elderly	1 pc	<ul style="list-style-type: none"> • Size : Standard • Foldable
19	Reading Glasses	1 pc	Eye size +1 - +2
20	Cotton Buds	1 pack	Adult size
21	Warm Cloth/Jacket	1 pc	Size : M/L
22	Bedpan	1 pc	<ul style="list-style-type: none"> • Size : Mini • Material : Plastic
23	Water Jerry Can	1 pc	<ul style="list-style-type: none"> • Foldable • Capacity: 5 litre
24	Alcohol-based hand rub	2 bottle	<ul style="list-style-type: none"> • 50ml per bottle • 70% alcohol-based
25	Non medical mask	4 pcs	<ul style="list-style-type: none"> • Material : Good breathability • Minimum 2 ply • Reusable
26	Bag for packing	1 pc	<ul style="list-style-type: none"> • Color : Purple • Size: 50 x 28 x 22 cm • Handle: rope 4 cm x 100cm; color: Purple • Material: Canvas D420 or equivalent • Marking: KIT LANSIA PEREMPUAN • Logo: MOWECP, MOH, UNFPA and DFAT • Marking & Logo are printed both sides
27	Catalogue / List of Content (Inside and outside of the bag)	2 sheets	<ul style="list-style-type: none"> • List of information of all items, printed on Art Paper 150gr • Size : 10 cm x 20 cm

POST DELIVERY KITS			
No	Item	Quantity	Remarks
1	Breastfeeding Bra	3 pcs	<ul style="list-style-type: none"> • Size: 38-40 • Cup B and C (cup for breastfeeding) • Bust measurement 80-90 cm • Material : Cotton
2	Long Cloth (Kain Jarik)	1 pc	Material : Cotton (doesn't fade)
3	Sarong	1 pc	Material : Cotton (doesn't fade)
4	Sanitary Napkins for post delivery	3 packs	Content 10 pcs / pack
5	Long blouse for breastfeeding (with front button)	2 pcs	<ul style="list-style-type: none"> • Min. Bust measurement 100 cm • Min. Waist/hips measurement 110 cm
6	Underwear	3 pcs	<ul style="list-style-type: none"> • Big size (XL) • Min. Waist measurement 80-100 cm
7	Blanket	1 pc	<ul style="list-style-type: none"> • Material : Flannel/Cotton, Soft and Thick • Size : ± 180 cm x 120 cm
8	Bar soap	3 pcs	<ul style="list-style-type: none"> • Weight : Minimum 70 gram • Expired date minimum 2 (two) years after confirmation of order
9	Tooth Paste	3 pcs	<ul style="list-style-type: none"> • Weight : Minimum 75 gram • Expired date minimum 2 (two) years after confirmation of order
10	Shampoo	3 pcs	<ul style="list-style-type: none"> • Weight : Minimum 70 ml • Expired date minimum 2 (two) years after confirmation of order
11	Tooth Brush	1 pc	Size : Adult
12	Flip-flops	1 pair	Size: Adult 38-40
13	Comb	1 pc	Size : Adult

14	Towel	1 pc	<ul style="list-style-type: none"> • Material : Corded/Combat • Medium absorbent fabric • Size : ± 130 cm x 60 cm
15	Flashlight with Strap + Battery	1 pc	<ul style="list-style-type: none"> • Size : Length 10-20 cm, with rope • 2A battery (battery taken out from the flashlight and pack separately in the bag) • Bulb : LED
16	Whistle with Strap	1 pc	<ul style="list-style-type: none"> • Size : Travel Size • Material : Stainless Steel
17	Water Jerry Can	1 pc	<ul style="list-style-type: none"> • Foldable • Capacity: 5 litre
18	Alcohol-based hand rub	2 bottle	<ul style="list-style-type: none"> • 50ml per bottle • 70% alcohol-based
19	Non medical mask	4 pcs	<ul style="list-style-type: none"> • Material : Good breathability • Minimum 2 ply • Reusable
20	Bag for packing	1 pc	<ul style="list-style-type: none"> • Color : Orange • Size: 28cm x 22cm x 37cm • Handle: Rope 4 cm x 100cm; color: Orange • Material: Canvas D420 or equivalent • Zipper • Marking: KIT IBU MELAHIRKAN (Position: In the middle; color: white; font: Capital (high 3cm)) • Logo: UNFPA-MOH-DFAT-IBI • Marking & Logo are printed both sides
21	Catalogue / List of content (Inside and outside of the bag)	2 pcs	<ul style="list-style-type: none"> • List of information of all items, printed on Art Paper 150gr • 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