



Date: 7 May 2023

REQUEST FOR QUOTATION RFQ N^o UNFPA/IDN/RFQ/23/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N ^o	Product Name	Product Description	Unit of Measure	Quantity
1	Individual Kit	Female Dignity Kit Type A (Kit Khusus Perempuan)	Kit	260
2	Individual Kit	Maternity Kit Type A (Kit Ibu Hamil)	Kit	150
3	Individual Kit	Post Delivery Kit Type A (Kit Ibu Bersalin)	Kit	275
4	Individual Kit	Newborn Kit Type A (Kit Bayi Baru Lahir)	Kit	150
5	Individual Kit	Female Elderly Kit Type A (Kit Lansia Perempuan)	Kit	192
6	Individual Kit	Male Elderly Kit Type A (Kit Lansia Laki-laki)	Kit	200
7	Individual Kit	Female Disability Kit Type B (Kit Disabilitas Perempuan)	Kit	180

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.

Detailed Technical Specifications

The detailed technical specifications are available in Annex II.

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

The deadline for submission of questions is **Monday, May 15th 2022 at 17:00 Jakarta Time¹**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

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



III. 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](#).

IV. 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):
 - The bidder shall be required to quote for all items;
 - It is to be submitted strictly in accordance to the format provided, duly completed.
- b) Price quotation form, to be submitted strictly in accordance to the format provided, duly completed and signed.
- c) Company profile.
- d) Company registration certificate (copy of "TDP / Tanda Daftar Perusahaan" with valid period).
- e) 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.
- f) Written Self-Declaration of not being included in the UN Security Council list and other UN Ineligibility List.

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

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV 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: **Monday, May 22nd 2022 at 23:59 Jakarta Time².**

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/23/004 - 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.

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



VI. 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: except in newborn kit, 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 process stated on number (4) from the next lowest compliant offer.

VII. 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.

VIII. 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.

IX. Payment Terms

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

X. 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:



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

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](#).

XI. 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](#).

XII. 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, Supply Chain Management Unit at supplychain@unfpa.org.

XIII. 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/23/004

- 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	Individual Kit - Female Dignity Kit Type A (Kit Khusus Perempuan)
Specifications	[insert description of technical specification of quoted goods stated in the price quotation form]

Item 2	Individual Kit - Maternity Kit Type A (Kit Ibu Hamil)
Specifications	[insert description of technical specification of quoted goods stated in the price quotation form]

Item 3	Individual Kit - Post Delivery Kit Type A (Kit Ibu Bersalin)
Specifications	[insert description of technical specification of quoted goods stated in the price quotation form]

Item 4	Individual Kit - Newborn Kit Type A (Kit Bayi Baru Lahir)
Specifications	[insert description of technical specification of quoted goods stated in the price quotation form]

Item 5	Individual Kit - Female Elderly Kit Type A (Kit Lansia Perempuan)
Specifications	[insert description of technical specification of quoted goods stated in the price quotation form]

Item 6	Individual Kit - Male Elderly Kit Type A (Kit Lansia Laki-laki)
Specifications	[insert description of technical specification of quoted goods stated in the price quotation form]



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

Item 7	Individual Kit - Female Disability Kit Type B (Kit Disabilitas Perempuan)
Specifications	[insert description of technical specification of quoted goods stated in the price quotation form]



PRICE QUOTATION FORM

Name of Bidder:	[insert name of company / institution]
Date of the quotation:	[insert quotation date]
Request for quotation N°:	UNFPA/IDN/RFQ/23/004
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>	

- 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	Female Dignity Kit Type A (Kit Khusus Perempuan)	Kit	[insert unit price]	260	[insert total price]
2	Maternity Kit Type A (Kit Ibu Hamil)	Kit	[insert unit price]	150	[insert total price]
3	Post Delivery Kit Type A (Kit Ibu Bersalin)	Kit	[insert unit price]	275	[insert total price]
4	Newborn Kit Type A (Kit Bayi Baru Lahir)	Kit	[insert unit price]	150	[insert total price]
5	Female Elderly Kit Type A (Kit Lansia Perempuan)	Kit	[insert unit price]	192	[insert total price]
6	Male Elderly Kit Type A (Kit Lansia Laki-laki)	Kit	[insert unit price]	200	[insert total price]
7	Female Disability Kit Type B (Kit Disabilitas Perempuan)	Kit	[insert unit price]	180	[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/23/004 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



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

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](#)