Date: 25 July 2022

REQUEST FOR QUOTATION
RFQ Nº UNFPA/IDN/RFQ/22/011

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wheelchair</td>
<td>95 pcs</td>
</tr>
</tbody>
</table>

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

II. Detail Technical Specification

Please see Annex 2.

III. Questions

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

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Mr. Cahyo Heri Setiabudi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:idn.bids@unfpa.org">idn.bids@unfpa.org</a></td>
</tr>
</tbody>
</table>

The deadline for submission of questions is 28 July 2022 at 17.00 WIB. 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 Indonesia or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the 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.
V. Content of quotations
Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:
   a) Price quotation, to be submitted strictly in accordance with the price quotation form.
   b) Copy the availability of ISO 13485 or ISO 9001 QMS certificate for the products required.
   c) A signed and dated Declaration of Conformity (DoC) according to ISO 17050 stating compliance to the relevant ISO standards and directives (e.g. CE self-declaration 93/42/EEC), and which has a reference to the offered product
   d) Product catalog, information of medical device registration and supporting letter from distributor is a plus.
   e) Copy of legal documents (establishment in Indonesia).

Price quotation must be signed by the bidding company’s relevant authority and submitted in PDF format. After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted for clarification.

VI. Instructions for submission
Quotations should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to idn.bids@unfpa.org no later than: Monday, August 1st 2022 at 17.00 Jakarta Time.

Please note the following guidelines for electronic submissions:
- The following reference must be included in the email subject line: RFQ Nº UNFPA/IDN/RFQ/22/011 – Provision of Elderly and PWD Equipment for UNFPA Indonesia. Proposals, including both technical and financial 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 the acceptance of any 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 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. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes. The qualified bidder will be requested to provide a sample of the product offered as part of the evaluation process.

VIII. Award Criteria
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.

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 delivery 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, Ms. Anjali Sen at [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain Management Unit at [supplychain@unfpa.org](mailto: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).
PRICE QUOTATION FORM

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[insert company name]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of the quotation:</td>
<td>[insert date]</td>
</tr>
<tr>
<td>Request for quotation №:</td>
<td>UNFPA/IDN/RFQ/22/011</td>
</tr>
<tr>
<td>Currency of quotation:</td>
<td>IDR</td>
</tr>
<tr>
<td>Validity of quotation:</td>
<td>[insert no of days]</td>
</tr>
</tbody>
</table>

SPECIAL CONDITIONS:
- The quotation must be valid for a period of at least 3 months after the RFQ submission deadline.
- 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.

PRICE AND DELIVERY TIME

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>QTY</th>
<th>Unit price (IDR)</th>
<th>Total price (IDR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wheelchair</td>
<td>95 Pcs</td>
<td>[insert unit price]</td>
<td>[insert total price]</td>
</tr>
</tbody>
</table>

Technical specification available YES / NO*

Delivery time (in calendar days) ** [insert delivery time]

* Strikethrough the wrong answer
** Delivery lead time calculated from date of UNFPA confirmation until delivery to specific location in Jabodetabek area, to be determine by UNFPA

CONDITIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Bidder will comply (YES/NO)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If required, after the closing date (RFQ submission deadline), the bidder can be contacted for clarification.</td>
<td></td>
</tr>
<tr>
<td>2. All Provisions of the UNFPA General Terms and Conditions</td>
<td></td>
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<tr>
<td>3. All provision to Special Conditions</td>
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</table>
I, hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/22/011 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
ANNEX 1:
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 2

### Specifications

<table>
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<tr>
<th>No.</th>
<th>Description</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wheelchair</td>
<td><strong>Wheelchair</strong>&lt;br&gt;Basic foldable transport wheelchair for adults&lt;br&gt;Wheelchair, adult, foldable&lt;br&gt;Basic foldable transport wheelchair for adults&lt;br&gt;&lt;br&gt;<strong>Technical Specifications:</strong>&lt;br&gt;Basic foldable wheelchair for adult&lt;br&gt;Heavy carriage mounted on 4 ball-bearing wheels&lt;br&gt;Front wheels free rolling, 360 degrees swivel&lt;br&gt;Both rear wheels with brake&lt;br&gt;Foot lever, integrated in frame, facilitates tilting the wheelchair backwards&lt;br&gt;Two push-handles at the rear are fit with plastic rims&lt;br&gt;Side-to-side legs support&lt;br&gt;Swing-away foot and arm supports for easy stepping on/off&lt;br&gt;Armrests, seat and back are upholstered&lt;br&gt;&lt;br&gt;<strong>Materials:</strong>&lt;br&gt;High resistance to corrosion (tropical environment)&lt;br&gt;Frame: chrome plated or epoxy coated tubular steel&lt;br&gt;All seating parts are upholstered&lt;br&gt;Cover: plastic, flexible highly tear resistant, anti-static, flame retardant, disinfectant- and liquid proof, washable&lt;br&gt;Tires: heavy duty solid rubber&lt;br&gt;&lt;br&gt;<strong>Dimensions:</strong>&lt;br&gt;Overall: 40-50 x 40-62.5 x 81-99 cm (d x w x h).&lt;br&gt;Seat depth: 42-43cm.&lt;br&gt;Back support: 43.5-49 x 4 0.5-42 cm (w x h).&lt;br&gt;Side-to-side legs support: 47-50x8.5-23 cm.&lt;br&gt;Frame, diameter: 2.2cm.&lt;br&gt;Frame: 2.2cm (outside, across), 1.2mm thickness.&lt;br&gt;Wheels, diameter: Front 18-22 cm, rear 58-60 cm.&lt;br&gt;Carrying capacity: 150 Kg.&lt;br&gt;Knockdown construction: no.&lt;br&gt;&lt;br&gt;Items supplied with:&lt;br&gt;1 x complete set of tools required for assembly&lt;br&gt;&lt;br&gt;<strong>List of accessories and parts</strong>&lt;br&gt;Detailed step-by-step instructions for assembly and safe use, text-free pictorial based (i.e. line-drawings only)&lt;br&gt;&lt;br&gt;Number of units per primary packaging.&lt;br&gt;One (1) unit per box.</td>
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<tr>
<td>Safety process:</td>
<td></td>
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<td>----------------</td>
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<tr>
<td>Check the integrity of each unit before use.</td>
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<tr>
<td>Do not use if damaged.</td>
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<tr>
<th>Weight/Volume:</th>
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<tbody>
<tr>
<td>Estimated Weight: 19.5kg</td>
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<tr>
<td>Estimated Volume: 0.22M3</td>
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</tbody>
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**Standard Packaging:**
Proper packaging for each unit of items with paper/carton and bubble plastic.