



Date: 26 October 2021

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/21/017

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item N <sup>o</sup>	Product Name	Product Description	Unit of Measure	Quantity
1	T-Shirt	described in Annex II	Pcs	1,000
2	Goodie bag Canvas	described in Annex II	Pcs	1,000
3	Bucket Hat	described in Annex II	pcs	1,000

This Request for Quotation is open only to all legally-constituted companies that located in Indonesia (local companies) that can provide the requested products.

### 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 all the above mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

1. Specification:
  - As per Annex II.
2. Scope of services
  - The appointed Bidder will ensure that all goods are delivered directly to the distribution point, UNFPA will provide the list of distribution and provider of shipping services.

### 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. Untung S. Atmojo</i>
Email address of contact person:	<i>ind.bids@unfpa.org</i>

Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



### III. Content of quotations

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 the price quotation form.
- b) Sample of each product to be supplied (sample of unsuccessful bidder will be returned to the bidder).
- c) Copy of legal documents (establishment in Indonesia).

The above (a) must be signed by the company's relevant authority.  
All of the above must be submitted in PDF format.

### IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by e-mail to [indn.bids@unfpa.org](mailto:indn.bids@unfpa.org) no later than: **Tuesday, November 9<sup>th</sup> 2021 at 23:59 Jakarta Time<sup>1</sup>.**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/IDN/RFQ/21/017 - Provision of Gimmick Products**. 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 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.

### V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications (stated in Annex II) and the total cost of the goods (price quote).

Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

The evaluation will be carried out in a step-by-step process by an ad-hoc evaluation panel:

1. All requirements set forth in Section III received by the deadline.
2. Evaluation on sample of products, to determine:
  - Yes: meets the requirements
  - No: does not meet the requirements
3. Bidder(s) who obtained "yes" in the above number (2) will be processed for price comparison.

### VI. 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.

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



**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 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](mailto: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](mailto: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

<b>Name of Bidder:</b>	[insert bidder name]
<b>Date of the quotation:</b>	[insert quotation date]
<b>Currency of quotation:</b>	IDR
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the RFQ submission deadline)</i>	[insert quotation validity]

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- The format provided shall be used in preparing the Price Quotation.
- 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	Product Name and Description*	UOM	Number of Units	Unit Price (IDR)	Total (IDR)
1	T-Shirt (details of the specification described in Annex II)	pcs	1,000	[insert unit price]	[insert total price]
2	Goodie bag Canvas (details of the specification described in Annex II)	pcs	1,000	[insert unit price]	[insert total price]
3	Bucket Hat (details of the specification described in Annex II)	pcs	1,000	[insert unit price]	[insert total price]
<b>Total</b>					[insert total price]
<b>Delivery schedule (in calendar days)*</b>					[insert delivery schedule]

\*Delivery lead time calculated from date of UNFPA confirmation until goods finish for production.

**TABLE 2: Specification details of goods quoted**

Item	Product Name	Description of specification details
1	T-Shirt/Baju Kaos	[insert specification details]
2	Goodiebag Canvas/Tas Canvas	[insert specification details]
3	Bucket Hat/Topi Rimba	[insert specification details]



**TABLE 3: 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>
After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted for clarification or further communication.	[insert answer]	[insert answer]	[insert answer]
Delivery Lead Time as per the quoted in Table 1, with maximum delay two calendar days	[insert answer]	[insert answer]	[insert answer]
Validity of Quotation is at least 3 months after the RFQ submission deadline	[insert answer]	[insert answer]	[insert answer]
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/21/017 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



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E-mail: [ind.bids@unfpa.org](mailto:ind.bids@unfpa.org)  
Website: [indonesia.unfpa.org](http://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: SPECIFICATIONS

No.	Description	Specification
1	T-Shirt	<p><b>T-Shirt:</b></p> <ul style="list-style-type: none"> <li>- Short sleeve</li> <li>- Various Size: S-XL (asian fit)                Size S: 275/275 (Black/White)                Size M: 125/125 (Black/White)                Size L: 63/62 (Black/White)                Size XL: 38/37 (Black/White)</li> <li>- 100% Cotton, premium, 180g/m2 (combed 24s t-shirt equivalent)</li> <li>- Color: Black and White</li> <li>- comfortable, cool shirt, quality t-shirt</li> <li>- no side seams (tubular design)</li> <li>- color will not fade</li> <li>- size: S - XL (asian fit)</li> </ul>
2	Goodie bag Canvas	<p><b>Goodiebag Canvas:</b></p> <ul style="list-style-type: none"> <li>- Material: Canvas, sewing canvas goodie bag</li> <li>- Size (height x width x thick): 40x30x10cm</li> <li>- Design how many colors = 3 colors</li> <li>- Design how many sides = 2 sides</li> <li>- Putting 'T-shirt' and 'Bucket Hat' inside the canvas bag (wrapped in a plastic bag)</li> </ul>
3	Bucket Hat	<p><b>Topi Rimba/Bucket Hat:</b></p> <ul style="list-style-type: none"> <li>- Material: Ribstop/Twill/Semi Woven/equivalent</li> <li>- Good quality, premium</li> <li>- All size for adult, head circumference size approx. 57 cm</li> <li>- For Outdoor activity</li> <li>- Color: Black</li> </ul>



