



Date: 30 October 2021

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/IDN/RFQ/21/019**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

Item		Product Name*
1	Lot 1	Wheelchair
2	Lot 2	Sticks/Canes/Crutch/axillary crutches
		Sticks/Canes/Crutch/elbow crutches
		Walker/Rollator
		Walker/Quad Cane
		Walker/Tripod
3	Lot 3	Blind sticks/blind people's folding sticks
		Hearing Aids
		Reading/Walking glasses

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver 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 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](http://unfpa.org)

**II. Service Requirements / Specification**

1. Specification:

- As per Annex 2.

2. Scope of services:

- The appointed Bidder will ensure that all goods are delivered to the provider of shipping services (in Jabodetabek) assigned by UNFPA.



### III. 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>indn.bids@unfpa.org</i>

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

### IV. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- Price quotation, to be submitted strictly in accordance with the price quotation form.
- Copy the availability of ISO 13485 or ISO 9001 QMS certificate for the products required.
- 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
- Provide a product catalogue, information of medical device registration and supporting letter from distributor is a plus.
- 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.

### V. 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 [indn.bids@unfpa.org](mailto:indn.bids@unfpa.org) no later than: **Monday, November 29<sup>th</sup> 2021 at 14:00 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° UNFPA/IDN/RFQ/21/019 – 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 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.



## **VI. Overview of Evaluation Process**

Quotations will be evaluated based on the compliance to the minimum specification requirements stated in the Annex 2 and the price quotation.

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

For each Lot:

1. All requirements set forth in Section IV received by the deadline.
2. Bidder(s) quotes will be processed for price comparison. The bidder who quotes the lowest price will be requested to provide a sample of each product offered.
3. Evaluation on specification of sample of product(s) submitted by bidder resulted of number (2) above, to determine:
  - Yes: meet the expected requirements
  - No: does not meet the expected requirements
4. If the answer of the above number (3) is “no” then repeat number (2) for the next lowest bidder.

## **VII. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder that quote the lowest priced technically acceptable offer, whose bid has been determined to be compliant with the RFQ 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 invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in 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: 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](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).

**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).

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



### PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N<sup>o</sup>:</b>	UNFPA/IDN/RFQ/21/019
<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>	

- 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.

#### Lot 1

**TABLE 1A: Price and Delivery:**

Item No	Product Name and Description	QTY	Unit price (IDR)	Sub Total price (IDR)
1	Wheelchair (details of the specification described in Annex 2)	695 Pcs	[insert unit price]	[insert total price]
<b>TOTAL PRICE</b>				[insert total price]
<b>Delivery schedule (in calendar days) *</b>				[insert delivery schedule]

\*Delivery lead time calculated from date of UNFPA confirmation until delivery to the provider of shipping services (in Jabodetabek) assigned by UNFPA

**TABLE 1B: Specification details of goods quoted:**

Item No.	Product Name	Description of specification details
1	Wheelchair	[insert specification details]

**TABLE 1C: Offer to Comply with Other Conditions and Related Requirements**

	<b>Your Responses</b>
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<b>Other Information pertaining to our Quotation are as follows:</b>	<b>Yes, we will comply</b>	<b>No, we cannot comply</b>	<b>If you cannot comply, pls. indicate counter proposal</b>
After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted for clarification	[insert answer]	[insert answer]	[insert answer]
Delivery Lead Time as per the quoted in Table 1, with maximum delay five calendar days	[insert answer]	[insert answer]	[insert answer]
Validity of Quotation is 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]

**Lot 2**

**TABLE 2A: Price and Delivery:**

Item No.	Product Name and Description	QTY	Unit price (IDR)	Sub Total price (IDR)
1	Sticks/Canes/Crutch/axillary crutches (details of the specification described in Annex 2)	45 Pcs	[insert unit price]	[insert total price]
2	Sticks/Canes/Crutch/elbow crutches (details of the specification described in Annex 2)	9 Pcs	[insert unit price]	[insert total price]
3	Walker/Rollator (details of the specification described in Annex 2)	7 Pcs	[insert unit price]	[insert total price]
4	Walker/Quad Cane (details of the specification described in Annex 2)	9 Pcs	[insert unit price]	[insert total price]
5	Walker/Tripod (details of the specification described in Annex 2)	5 Pcs	[insert unit price]	[insert total price]



<b>TOTAL PRICE</b>	[insert total price]
<b>Delivery schedule (in calendar days)</b>	[insert delivery schedule]

\*Delivery lead time calculated from date of UNFPA confirmation until delivery to the provider of shipping services (in Jabodetabek) assigned by UNFPA

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

Item No.	Product Name	Description of specification details
1	Sticks/Canes/Crutch/axillary crutch	[insert specification details]
2	Sticks/Canes/Crutch/elbow crutch	[insert specification details]
3	Rollator/Walker	[insert specification details]
4	Walker/Quad Canes	[insert specification details]
5	Walker/Tripod Canes	[insert specification details]

**TABLE 2C: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted for clarification	[insert answer]	[insert answer]	[insert answer]
Delivery Lead Time as per the quoted in Table 1, with maximum delay five calendar days	[insert answer]	[insert answer]	[insert answer]
Validity of Quotation is 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]

**Lot 3**

**TABLE 3A: Price and Delivery:**



Item No.	Product Name and Description	QTY	Unit price (IDR)	Sub Total price (IDR)
1	Blind sticks (details of the specification described in Annex 2)	19 Pcs	[insert unit price]	[insert total price]
2	Hearing Aids (details of the specification described in Annex 2)	80 Pcs	[insert unit price]	[insert total price]
3	Reading glasses (details of the specification described in Annex 2)	8 Pcs	[insert unit price]	[insert total price]
<b>TOTAL PRICE</b>				[insert total price]
<b>Delivery schedule (in calendar days)</b> *				[insert delivery schedule]

\*Delivery lead time calculated from date of UNFPA confirmation until delivery to the provider of shipping services (in Jabodetabek) assigned by UNFPA

**TABLE 3B: Specification details of goods quoted:**

Item No.	Product Name	Description of specification details
1	Blind sticks	[insert specification details]
2	Hearing Aids	[insert specification details]
3	Reading glasses	[insert specification details]

**TABLE 3C: 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	[insert answer]	[insert answer]	[insert answer]



Delivery Lead Time as per the quoted in Table 1, with maximum delay five calendar days	[insert answer]	[insert answer]	[insert answer]
Validity of Quotation is 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:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/21/019 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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**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

No.	Description	Specification
1	Wheelchair	<p><b>Wheelchair</b>            Basic foldable transport wheelchair for adults            Wheelchair, adult, foldable            Basic foldable transport wheelchair for adults</p> <p><b>Technical Specifications:</b>            Basic foldable wheelchair for adult            Heavy carriage mounted on 4 ball-bearing wheels            Front wheels free rolling, 360 degrees swivel            Both rear wheels with brake            Foot lever, integrated in frame, facilitates tilting the wheelchair backwards            Two push-handles at the rear are fit with plastic rims            Side-to-side legs support            Swing-away foot and arm supports for easy stepping on/off            Armrests, seat and back are upholstered</p> <p><b>Materials:</b>            High resistance to corrosion (tropical environment)            Frame: chrome plated or epoxy coated tubular steel            All seating parts are upholstered            Cover: plastic, flexible highly tear resistant, anti-static, flame retardant, disinfectant- and liquid proof, washable            Tires: heavy duty solid rubber</p> <p><b>Dimensions:</b>            Overall: 40-50 x 40-62.5 x 81-99 cm (d x w x h).            Seat depth: 42-43cm.            Back support: 43.5-49 x 4 0.5-42 cm (w x h).            Side-to-side legs support: 47-50x8.5-23 cm.            Frame, diameter: 2.2cm.            Frame: 2.2cm (outside, across), 1.2mm thickness.            Wheels, diameter: Front 18-22 cm, rear 58-60 cm.            Carrying capacity: 150 Kg.            Knockdown construction: no.</p> <p>Items supplied with:            1 x complete set of tools required for assembly</p> <p><b>List of accessories and parts</b>            Detailed step-by-step instructions for assembly and safe use, text-free pictorial</p>



		<p>based (i.e. line-drawings only)</p> <p>Number of units per primary packaging. One (1) unit per box.</p> <p>Safety process: Check the integrity of each unit before use. Do not use if damaged.</p> <p><b>Weight/Volume:</b> Estimated Weight: 19.5kg Estimated Volume: 0.22M3</p>
2	Walker/Rollator	<p><b>Foot walker with front wheels</b></p> <ul style="list-style-type: none"> <li>- 4-foot walker with front wheels</li> <li>- Usage is driven (with the help of wheels) or used statically (lifted) (with rubber spare parts for walker feet, 2 pcs are included)</li> <li>- Foldable, and easy to use</li> <li>- Color: gray/silver metallic</li> <li>- Dosage: 1 Pack for each unit</li> <li>- Height: 80-98cm (Adjustable with 4 pins on each leg), with a 10% tolerance limit</li> <li>- Width: 54cm, with a 10% tolerance limit</li> <li>- Packing Dimensions approx.: 54x18x80cm</li> <li>- Made of Aluminium, strong, light weight</li> <li>- Weight shall not more than 5 kg</li> </ul>
3	Sticks	<p><b>Blind sticks/blind people's folding sticks:</b></p> <ul style="list-style-type: none"> <li>- Type of Blind Sticks: Stick FS 936L GEA or equivalent</li> <li>- Stick height: 118 cm (<math>\pm</math> 10 cm)</li> <li>- Made of aluminium, light weight</li> </ul>
4	Hearing Aids	<p><b>Hearing Aids:</b></p> <p>Hearing amplifier for people with limited hearing ability. Devices help people to hear better and do this by amplifying sound and then sending it to the ear. Indoor and outdoor sound amplified. The 3 layers make it comfortable to wear and fit perfectly into the ear canal. Hearing amplifiers help you hear sounds louder and clearer.</p> <ul style="list-style-type: none"> <li>- Ideal for limited hearing ability</li> <li>- Frequency range: 100 - 6000 Hz</li> <li>- Sound amplification: 40 dB</li> <li>- Maximum audio output: 128 dB</li> <li>- Ergonomic fit behind ear, barely visible</li> <li>- Amplify the volume of all indoor and outdoor sounds</li> <li>- 3 layers to fit individually to the ear canal</li> <li>- Low noise rendering</li> <li>- Includes battery and replacement battery</li> <li>- Battery LR754</li> <li>- 3 years warranty</li> </ul>

		<p>- Provided with standard cleaning instructions:</p> <ul style="list-style-type: none"> <li>&gt; Gently brush the hearing aid clean.</li> <li>&gt; Remove the earmold from the hook for cleaning.</li> <li>&gt; Brush the earmold clean, then use the wax pick/wire loop to remove any stubborn debris.</li> <li>&gt; Wipe down the hearing aid and earmold gently with a soft cloth.</li> </ul>
5	Reading/ Walking glasses	<p><b>Glasses for Walking/Reading:</b>          Frame made from black plastic on a black iron glasses holder          Reading Glasses from plus size 1 to 3          Without cylinder          Width 13.5cm          Height 4cm          Glasses holder 14cm</p>
6	Sticks/Canes/ Crutch	<p><b>Armpit Canes/Axillary Crutch:</b></p> <ul style="list-style-type: none"> <li>- Quality Aluminum Material</li> <li>- Light and Sturdy</li> <li>- Comfort Foam Slip on Top Grip Support providing a comfortable support surface for the user</li> <li>- Soft foam hand grip</li> <li>- High and low can be set</li> <li>- size S stick length ( 94 - 114 ) ; for people (100 - 150)cm</li> <li>- size M stick length ( 114 -134 ) ; for people (150 - 175)cm</li> <li>- size L stick length ( 134 -154 ) ; for people (175 - 200)cm</li> </ul>
7	Sticks/Canes/ Crutch	<p><b>Crutch/Walking Stick Elbow/Elbow Brace</b>          This elbow stick is used to support some of the user's body weight with the main support in the palm of the hand. The elbow part of the stick is useful for supporting the arm to make it more stable.          This elbow stick is made of aluminum for the frame and plastic for the handrails and arm grips.          Leg stick with elbow support + height-adjustable handle          Users of this elbow cane can adjust the height of the stick according to convenience because this stick is equipped with a height control (adjusted using a pin).          for handrails and armrests.          Leg stick with elbow support, adjustable          * Maximum short = 85 cm          * Maximum Length = 115 cm          *Weight : 0.65 kg</p>
8	Walker/Quad Cane	<p><b>Quad Cane Walker</b>          Material: Aluminum alloy          Color: Bronze          Size: As shown (ten gears can be adjusted)</p> <p><b>Features:</b></p> <ul style="list-style-type: none"> <li>- Made from Sturdy aluminum construction.</li> <li>- Elegant appearance,10 grips in total for adjusting</li> <li>- Easy grip orthopedic handle.</li> </ul>

		<ul style="list-style-type: none"> <li>- Supports up to 500lbs.</li> <li>- Adaptable for right- or left-handed users.</li> <li>- Bearing capacity, security, never rust.</li> <li>- Suitable for the elderly, the blind, lower limb disability and others.</li> </ul> <p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>1. Loosen the fastening nut first.</li> <li>2. Press the spring pin and hold the crutch armrest up and down to adjust the height.</li> <li>3. Tighten the fastening nut.</li> </ol>
9	Walker/Tripod	<p><b>Tripod walker:</b></p> <ul style="list-style-type: none"> <li>- Material: aluminium (strong material)</li> <li>- Can be adjusted height</li> <li>- minimum height: 74 cm</li> <li>- maximum height: 96 cm</li> <li>- Weight: 0.3 kg</li> </ul>

**Packaging:**

Proper packaging for each unit of items with paper/carton and bubble plastic.



Wheelchair



Walker/Rollator



Blind sticks



Hearing Aids



Reading/Walking glasses



Axillary Crutch



Elbow Crutch



Quad Cane Walker

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Tripod walker